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1	हितग्राही का नाम	
2	अनुदान स्वीकृति क्रमांक/दिनांक (स्वीकृति पत्र की छायाप्रति)	
3	हितग्राही द्वारा सिस्टम इंटीग्रेटर को जारी कार्यादेश की छायाप्रति	हाँ/नहीं
4	संयुक्त निरीक्षण प्रपत्र (जे.सी.सी.) स्पष्ट अक्षरों में भरा हुआ	हाँ/नहीं
5	संयंत्र हस्तांतरण प्रमाण पत्र	हाँ/नहीं
6	अनुदान विमुक्ति देयक	हाँ/नहीं
7	हितग्राही देयक की छायाप्रति	हाँ/नहीं
8	संयंत्र वारंटी सर्टिफिकेट	हाँ/नहीं
9	10 रुपये स्टॉम्प पेपर में 05 वर्षीय सी.ओ.एम. हेतु सर्टिफिकेट (हितग्राही एवं सिस्टम इंटीग्रेटर द्वारा हस्ताक्षरित)	हाँ/नहीं
13	स्टेटमेंट ऑफ एक्सपेंडिचर (एस.ओ.ई.) हितग्राही एवं सिस्टम इंटीग्रेटर द्वारा हस्ताक्षरित	हाँ/नहीं
14	हितग्राही के साथ सोलर पैनल के फोटोग्राफ (स्पष्ट एवं कलर फोटोग्राफ)	हाँ/नहीं
15	बैट्री बैंक के फोटोग्राफ (स्पष्ट एवं कलर फोटोग्राफ)	हाँ/नहीं
16	इन्वर्टर का फोटोग्राफ (स्पष्ट एवं कलर फोटोग्राफ)	हाँ/नहीं
17	कंट्रोल पैनल का फोटोग्राफ (स्पष्ट एवं कलर फोटोग्राफ)	हाँ/नहीं
18	केन्द्र शासन द्वारा निर्धारित प्रारूप में प्राजेक्ट कम्पलिशन सर्टिफिकेट	हाँ/नहीं
19	स्थापित सोलर मॉड्यूल का टेस्ट रिपोर्ट एवं आई.ई.सी. सर्टिफिकेट	हाँ/नहीं
20	इन्वर्टर का टेस्ट रिपोर्ट एवं आई.ई.सी. सर्टिफिकेट	हाँ/नहीं
21	बैट्री का आई.ई.सी. सर्टिफिकेट	हाँ/नहीं
	आवेदन करते समय जमा आई.डी. पुफ एवं पते के प्रमाण हेतु जमा प्रपत्रों की छायाप्रति	हाँ/नहीं

(System Integrator Name with Full Address, Phone No., E-mail,)

JOINT COMMISSIONING CERTIFICATE (JCC) for KW Domestic Solar Photovoltaic Power Plant

1. Beneficiary Name.....
2. Father's/Husband's Name.....
3. Place of Installation
Block.....Dist.....Tel.....Mobile No.....
E-mail.....
4. Subsidy Sanction No..... Validity of sanction

1. Solar Module Make.....
2. Capacity of each Module.....Wp at..... Volt
3. Type- Crystalline – Mono/ Multi. 4. Solar Module Quantity.....
5. Serial No. of Module
(a)..... Voc..... Isc..... Eff.M %
(b)..... Voc..... Isc..... Eff.M %
(c)..... Voc..... Isc..... Eff.M %
(d)..... Voc..... Isc..... Eff.M %
(e)..... Voc..... Isc..... Eff.M %
(f)..... Voc..... Isc..... Eff.M %
(g)..... Voc..... Isc..... Eff.M %
(h)..... Voc..... Isc..... Eff.M %
6. No. of Series..... No. of Parallel.....
(Pls. attach I-V curve of Module)

Color Photograph of Solar Module Along with Beneficiary

1. Battery Make.....
2. Nos. of Battery.....
3. Battery Serial Nos.
a)..... Volt..... Ah.....
(b)..... Volt..... Ah.....
(c)..... Volt..... Ah.....
(d)..... Volt..... Ah.....
4. Capacity of Battery BankAh..... Volt
5. C- rating C.....
6. Type of Battery:- Tubular Lead Acid/VRLA/Gel
7. No. of Series..... No. of Parallel.....
8. Depth of Discharge Proposed
9. Autonomy (Days)

Color Photograph of Battery Bank Along with Beneficiary

➤ AJB Make.....
Sr.No..... Rating.....
➤ MJB Make.....
Sr.No..... Rating.....
➤ Control Panel.....
➤ Inverter make.....
Serial No..... KVA.....
Date & Year of the manufacturing
AC Output
Whether Indigenous of Imported

Color Photograph of Inverter & Control Panel

Seal & Signature of AE/Dist. In-Charge,
D.O. CREDA

Seal & Signature Of System Integrator

Name & Signature Of Beneficiary

1. System Commissioning Date.....2.Warranty validity up to.....Warranty Card No./Date.....
 3. COMC up to..... 4. SOE No. & Date.....
 5. Total Cost of Project..... 6. Beneficiary Share (As per invoice)
 7. Central Fin. Assistance Amount..... 8.State Fin. Assistance Amount.....

(As per Sanction Letter)

HANDING OVER CERTIFICATE

The above installed system is handed over to **Ku./Mrs./Mr.**,
Address
Block **Distt.**,
Chhattisgarh. On Date _____ in working condition. in case of non working of the system inform
 to **M/s**

1. Local Sales & Service Center Address of System Integrator.....
 Phone No. (with STD Code).....E-mail.....
 2. Contact Person Name.....Mobile No.....

Check List of Solar System (Yes/No)

1	Subsidy Sanction letter		7	COMC Certificate on Rs. 10 Stamp Paper	
2	Subsidy Claim Performa		8	Project Completion Report	
3	Photocopy of Costumer Invoice		9	Test Report of Solar Module	
4	Jointly Signed SOE by Beneficiary & SI		10	Test Report of Inverter	
5	Warranty certificate		11	IEC certificate of Battery	
6	Work Oder Issued by Beneficiary		12	ID & Address proof of Beneficiary	

We hereby declare that the information given above are true & correct The work has been fully executed as per the MNRE & CREDA Norm & under JNNSM guidelines, The above-mentioned SPV Power Plant is hereby handed over to Beneficiary in fully satisfactory working condition.

System Integrator Name M/s
 Signature of Authorized Person.....
 Seal of System Integrator

Beneficiary Name & Signature
 Name

Signature & Seal of concerned District
 In charge of CREDA

Seal & Signature of Executive Engineer
 of Concern Reaional Office

(On stamp paper of Rs10.00)

COMPREHENSIVE OPERATION MAINTENANCE CONTRACT (COMC) FOR 5 YEAR PERIOD

This contract is hereby made today the _____ day of _____ 2012 at Raipur between M/s _____ an individual / HUF / Trust / Society / AOP / company / firm registered under the Company Act having its registered office at _____ (hereinafter called as "Contractor", the term which includes its successors, assigns and legal heirs), through _____, on one hand and M/s _____ an individual / HUF / Trust / Society / AOP / company / firm registered under the Company Act having its Registered office at _____ (hereinafter called as "Customer", the term which includes its successors, assigns and legal heirs) through Shri _____ resident of _____, on the other hand.

Whereas the contractor has offered to enter into contract with the said CUSTOMER for the Comprehensive Operation & Maintenance of Solar Power Plants of capacity at _____ location in Chhattisgarh vide Sanction No. _____ dated _____ on the terms and conditions herein contained and the rates approved by the CUSTOMER as Rs. _____ per month payable every quarter on the basis of reports submitted, have been duly accepted. Now these presents witness and it is hereby agreed and declared by and between parties to these presents as follows:

The SPV Power Plant shall be governed by 5 years Comprehensive Operation & Maintenance Contract (CMoC) including the two years warranty of the system. **During the COMC period, the cost of consumable items and spare parts required shall also be supplied by the Contractor through the supplier at its own cost during warranty period & at the cost of Customer during rest of the Two years after the warranty period is over.** During the COMC period, the maintenance service provided by Contractor shall ensure proper functioning of the system. All preventive/ routine maintenance and breakdown / corrective maintenance required for ensuring maximum uptime shall have to be provided.

Scope of Contractor for operation & maintenance of SPV power plant during COMC:

Regular operation & maintenance of the Solar Photovoltaic Power Plant (SPVPP) for a period of 5 year under COMC with supply of consumable items by Contractor on supplier's cost (during warrantee period) & on Customers cost (after warrantee period) as and when necessary and submission of weekly performance data of the power plant shall come under the operation & maintenance contract. The operation and maintenance schedule of the SPVPP during the 5 years contract period shall be as detailed below:

1. 5 years COMC period shall begin from the day of commissioning of the installed SPVPP. One qualified and trained personnel is required to be deputed, who shall be responsible for activities during COMC.
2. The deputed personnel shall be qualified and well trained so that he can handle any type of operation failure or accident quickly and timely.
3. The deputed personnel shall have to keep weekly log sheet for the power plant as per the format to be supplied during & after completion of warranty period of the SPVPP.
4. The deputed personnel shall be in a position to check and test all the equipments regularly, so that, preventive actions, if any, could be taken well in advance to save any equipment from damage. Any abnormal behavior of any equipment shall be brought to the notice of CUSTOMER & take immediately appropriate action.
5. The deputed personnel shall keep the power plant clean in all time. Cooking in the control room will not be allowed under any circumstances.
6. Normal and preventive maintenance of the SPVPP, such as cleaning of module surface, tightening of all electrical connections, changing of tilt angle of module mounting structure (if required), maintenance of Battery Bank etc.
7. The Contractor shall be responsible to follow all the laws including Workmen Compensation Act and all other laws in force and shall be responsible for all the obligations towards labour including EPF,ESI, etc.

8. All the taxes deductible at source as per Acts in vogue shall be recovered by Customer and deposited with the appropriate authorities

Incidental Services

The contractor shall be required to provide any or all of the following compulsory services:

- (a) Performance or supervision of the on-site assembly and/or start-up of the supplied Goods;
- (b) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;
- (c) Furnishing of detailed operations and maintenance manual for each appropriate unit of supplied Goods;
- (d) Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract.
- (e) Training of the Customer's Personnel, at the Supplier's plant and/or on site, in assembly, start-up, operation, maintenance and/or repair of the supplied Goods.

In witness whereof the parties presents have here into set their respective hands and seals the _____ day and year in _____

Signed & sealed on behalf of the above
named System Integrator

Signed on behalf of Customer

Name:-

Name:-

Designation:-

Designation:-

Witness:

1. Signature:

2. Signature:

Name:-

Name:-

Address:-

Address:-

HANDING OVER CERTIFICATE

Certified that M/S ----- has Installed Solar Power Plant at the following location:

1. Name of the Beneficiary :
.....
2. Address :
.....
3. Name of the system and capacity : 01 KW 24 Volt 180Ah Solar Photovoltaic Power Plant
4. No. of System : 1 (one)
5. Make of the System : Module, battery -----, Inverter -----

The above installed system are handed over to **Mrs./Smt.**

.....,

Address

.....
.....

Block **Distt.**, **Chhattisgarh.** On Date _____
in working condition. in case of non working of the system inform to **M/S**
.....

SIGNATURE OF HANDING OVER AND TAKING OVER AGENCIES

Seal & Signature of
EE RO _____

Seal & Signature of
AE _____

Seal & Signature of
Name of Beneficiary

Seal & Signature of
System Integrator

Name of Beneficiary :-

Address :-Block.....District.....

Sanction No. :- Date, System Integrator

Colour Photograph of Solar Panel
with Beneficiary

Colour Photograph of Battery Bank
with Battery rack

Colour Photograph of Inverter
with Inverter Rack

Colour Photograph of Control Panel
with Beneficiary

Seal & Sign. of System Integrator

FORMAT FOR SUBMISSION OF STATEMENT OF EXPENDITURE (SOE)

Certified that we have examined the books of accounts, payment vouchers and other relevant documents of M/s _____ (System Integrator), who have installed a Solar Photovoltaic Power Generation system of _____ kWp capacity at _____ (site) for a total cost of Rs. _____ (Rupees _____ only) the detailed break-up of the cost is as under:

A] General Details of the system:

01	Work order No. and date for the SPV/ SWHS system	
02	Name of the system Integrator	
03	Capacity of the System	kWp
04	Date of commissioning	
05	JCC No. and date	
06	Whether depreciation shall be charged on the cost of the systems or on the beneficiary's contribution in the cost	

B] General Details of the system; as certified by the beneficiary according their books of accounts:-

S. No.	Systems	Unit Cost (Rs. In Lac)	Quantity (No.)	Total Cost (Rs. In Lakh)
1.	Cost of Systems Hardware		1 Set	
2	Cost of installation and commissioning		1 Set	
3	Cost of Transportation and insurance		1 Set	
4	Cost of civil works and electrical works		1 Set	
5.	Cost of Annual Maintenance for 5 years		1 Set	
6	Any other related costs (Land dev etc.)		1 Set	
	Total Cost			

Means of Finance as per books of accounts of system integrator :-

S. No.	A/C Head	Amount (Rs. In Lakh)
1.	Envisaged Central Financial Assistance from MNRE	
2.	Envisaged State Subsidy from CREDA	
3.	Contribution Paid to system Integrator	
4.	Cost Other Than System Cost Incurred By Auditee	
5.	Envisaged Soft Loan assistance, if any	
	Total	

Authorized signatory
of the beneficiary institution
with seal

Authorized signatory
of the supplier
with seal

Seal and signature
of Chartered Accountant
Membership No. _____
of the institute of Chartered
Accountants of India

(Certificate shall be on the letter head of the concerned party)

WARRANTEE CERTIFICATE

It is here by certified that the Solar Photovoltaic Power Plant of _____ KW/_____ V _____Ah capacity, supplied, installed & commissioned against Sanction No._____ dated _____ issued by H.O., CREDA, Raipur to Mr. _____Address _____, Block _____ District _____, bears warrantee for Five years from the date of commissioning _____. The following items of the said Solar Photovoltaic Power Plant bears additional warrantee from the date of commissioned, as mentioned bellow:

1. _____ Nos. Battery Bank of _____Ah/_____V - for five years
2. _____ Nos. of SPV modules of _____Wp each - for ten years
3. _____ Nos. of Solar Inverter of 01 KVA/24V - for five years

Module Output Pick Watt Capacity should not be less than 90% at the end of 10 Years & 80% at the end of 25 Years

With seal & signature of

System Integrator

Date: _____

Place: _____

Subsidy claim proforma

CLAIM NO.

DATED-----

To,

Director CREDA

Please release us the subsidy sanctioned vide sanction No.
 Dated..... for the system as detailed below, supplied, installed and commissioned by us on
 as per copy of our bill no..... dated..... Issued by us to the beneficiary.

S.N.	Name & Address of beneficiary	Particular of System	Capacity	Make of Module/Collector	Total Cost	Beneficiaries share Received	Subsidy Claimed

Cost Break up

S.N.	Particulars	SPV
1	Cost of System	
2	Cost of I & C	
3	Other Cost	
4	COMC Charges for Five Years	
Total:		

Signature and seal of System Integrator