



Expression of Interest (EoI) for becoming an Authorized Training Centre (ATC) National Certification Programme for Rooftop Solar Photovoltaic Installer

FOR OFFICIAL USE ONLY

ATC Code No.* :

Date :

1. ORGANIZATION REGISTRATION INFORMATION

a. Name of the Organization :

b. Type of Registration :

(Trust, Society, Pvt. Ltd., etc.)

[Note: Please attach copy of Registration Certificate.]

c. Date of Registration :

d. Permanent Account Number :

(PAN)

[Note: Please attach copy of PAN Card.]

e. Service Tax Registration No. :

f. Address where Organization is Registered :

2. CONTACT INFORMATION

a. Name of Contact Person :

[Note: Contact Person shall be a duly approved authorized signatory for the Organization.]

b. Designation :

c. Mobile Number :

d. Landline Phone Number :

e. Fax Number :

f. Email :

g. Address of the Organization where it is intended to undertake training :

h. Website URL :

i. Is the training premises rented or owned by the Organization? :

Owned / Rented

(Please circle one)

[Note: Please attach proof of ownership or rental.]



[Note: In case the Organization intends to undertake training at more than one location, then 2(a)-(i) should be filled for each additional location and included as a separate attachment.]

3. BRIEF PROFILE OF THE ORGANIZATION

- a. Brief description the objectives, mandates, nature of activities undertaken, etc. of the organization within this page.

[Note: Annual Reports for the last 3 (three) financial years, brochures, photographs and other literature of the Organization shall be included as attachment.]



- b. List out equipment/ machinery/ library/ other assets available within the Organization along with their brief description and cost.

Sr.	Equipment (and brief Description)	Cost (in INR)
i.		
ii.		
iii.		
iv.		
v.		
vi.		
vii.		
viii.		
ix.		
x.		
xi.		
xii.		
xiii.		
xiv.		
xv.		



c. Brief Profile of up to 5 (five) Relevant Trainers.

[Note: Please attach CV of each Relevant Trainer indicated below.]

Sr.	Name	Qualification	Sub. Taught/ Job Profile	Part-time or Full-time?
i.				Part / Full
ii.				Part / Full
iii.				Part / Full
iv.				Part / Full
v.				Part / Full

d. Trainings undertaken during last 3 (three) years.

Sr.	Name of Training Programme	Duration of each training	Total No. of Participants trained	Training Fees per Participant (in INR)
i.				
ii.				
iii.				
iv.				
v.				

4 UNDERTAKING BY THE APPLICANT

I, on behalf of my Organization, certify that:

- I am the duly approved authorized signatory for the Organization on whose behalf I am applying with this Expression of Interest (EoI) to become an Authorized Training Centre (ATC) for the National Certification Programme for Rooftop Solar Photovoltaic Installer.
- I have read, completely understood and agree to all the Terms and Conditions provided



with this EoI Application. The Terms and Conditions are also attached and duly signed as a mark of acknowledgement.

- I have attached a non-refundable amount of Rs. 5,000/- (Rupees Five Thousand Only) by Cheque/ Demand Draft of a Nationalized Bank as an application fee payable to “Gujarat Energy Research and Management Institute” with following details:

Circle any one	:	Cheque / Demand Draft (DD)
Bank & Branch Drawn	:	
Cheque/ DD Number	:	
Date of Cheque/ DD	:	

- All information provided herein is true and accurate to the best of my knowledge, and that any deviation, identified now or later, may result into disqualification our Organization’s status as an ATC.

5. HOW DID YOU HEAR ABOUT US?

- i. Word of Mouth
- ii. Newspaper ad (or any print media)
- iii. Social Media (Facebook/ Twitter/LinkedIn/ Sound Cloud/ YouTube etc.)
- iv. Information from GERMI (physical letter or E-mail)
- v. Other method/ channel

If you answered ‘other method/ channel’ which one was it?

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Signature	:		Organization Seal
Name	:		
Place	:		
Date	:		



FOR OFFICIAL USE ONLY:				
Sr.	Step	Yes / No	By	Date
1.	Application Admitted			
2.	Contract Sent			
3.	Infrastructure/ Lab Approved			
4.	Trainers Certified			
	(Sr.)	(Name)	(I.D. Assigned)	(Date)
	i.			
	ii.			
	iii.			
5.	ATC Approved			
	Branch(es)			
	Code Number Assigned*			
6.	Other Comments:			



List of Attachments:

[Note: List of Attachments should be clearly indicated in the format below and attached as a part of the EoI. Attachments in addition to those indicated should be added in the blank rows.]

Sr.	Attachment	Attached? (Circle One)	For Official Use Only
0.	Duly filled and attested "Expression of Interest" (EoI) (Application Form) with this List of Attachments.	Yes / No	
1.	Duly attested "Terms and Conditions for EoI".	Yes / No	
2.	Copy of Organization Registration Certificate.	Yes / No	
3.	Copy of Organization's PAN Card.	Yes / No	
4.	Non-refundable application fee of Rs. 5,000/- (Rupees Five Thousand Only) by Cheque or a Demand Draft of a Nationalized Bank payable to "Gujarat Energy Research and Management Institute".	Yes / No	
5.	List of all branches of the organization where it is intended to carry out the Certification Programme.	Yes / No	
6.	Proof of ownership or rental of the premises of the Organization where training is intended to be undertaken.	Yes / No	
7.	Annual Reports of the last 3 (three) financial years.	Yes / No	
8.	Photographs of the Organization's available infrastructure.	Yes / No	
9.	Brochure and other literature of the Organization.	Yes / No	
10.	CV/ Profile of Relevant Trainers.	Yes / No	
11.			
12.			
13.			
14.			
15.			



Terms and Conditions for EoI (Attachment 1):

1. This Expression of Interest (EoI) is to be submitted by Organizations that intend to become Authorized Training Centres (ATC) for undertaking the National Certification Programme for Rooftop Solar Photovoltaic Installer (the "Certification Programme").
2. This EoI shall be duly filled by an authorized signatory on behalf of the organization.
3. This EoI shall be accompanied with a non-refundable amount of Rs. 5,000/- (Rupees Five Thousand Only) by Cheque or a Demand Draft of a Nationalized Bank as an application fee payable to "Gujarat Energy Research and Management Institute".
4. Incompletely filled EoI, absence of required attachment or payment may result into rejection of the EoI. GERMI may reject any EoI without providing any reason whatsoever based on its sole discretion.
5. Submission of this EoI does not qualify an Organization to become an ATC. GERMI will scrutinize the EoI and, if required, visit or send any queries to the Organization. GERMI will train and certify the Trainer of the Organization, the Organization shall set up the required infrastructure for the Training Programme, and only upon ensuring required compliance, the Organization shall enter into an agreement with GERMI to become an ATC.
6. The Organization shall comply with GERMI's requirements, terms and conditions communicated to them from time to time towards this Certification Programme.
7. This EoI application should be duly filled to the maximum possible extent in clear and legible writing or printed, sealed in a cover and mailed to:

The Programme Coordinator

National Certification Programme for Rooftop Solar Photovoltaic Installer

Gujarat Energy Research and Management Institute

1st Floor, Energy Building

Pandit Deendayal Petroleum University Campus, Raisan

Gandhinagar 382 007, GJ

INDIA

Phone : +91-79-2327 5362

Fax : +91-79-2327 5380

Email : pvinstaller@germi.org

8. The cover containing this EoI application should be clearly marked "EoI for PV Installer Programme" on the top of the cover.
9. Any query regarding this EoI or this overall Certification Programme should be sent to the Training Coordinator for this Certification Programme.
10. All disputes regarding this Certification Programme are subject to Gandhinagar jurisdiction.

Signature :		Organization Seal
Name :		
Place :		
Date :		