



# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

CIN : U40109WB2007SGC113473

## Solar Power Generation Department

DATA Centre Complex, WBSEDCL, New Building, 3rd floor, AF Block, Action Area - 1A, New Town, Pin- 700163

e-mail : [cesolar@wbsecl.in](mailto:cesolar@wbsecl.in)

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### Invitation of Application

for

**Empanelment of Vendors for Supply, Installation & Commissioning of Grid connected Rooftop Solar Photovoltaic Systems in Residential premises including five years comprehensive maintenance in the State of West Bengal under PM Surya Ghar : Muft Bijli Yojana**

**Invitation No.: SPGD/WBSEDCL/RTS/PMSGY/2026-2027/84/201 dated.15/05/26**

1.	West Bengal State Electricity Distribution Company Limited (WBSEDCL) invites applications from the eligible vendors for empanelment under PM Surya Ghar : Muft Bijli Yojana. The application shall be submitted in sealed cover which shall be super scribed with "Invitation No.", "Name of the Yojana".
2.	<b>Scope of work:</b> Supply, Installation & Commissioning of Grid connected Rooftop Solar Photovoltaic Systems in Residential premises including five years comprehensive maintenance in the State of West Bengal under PM Surya Ghar : Muft Bijli Yojana.  "Domestic Content Requirement" (DCR) of solar cell and module is mandatory as per guidelines of MNRE.
3.	<b>Time and place of submission of Application</b> The vendor may submit their application along with requisite document to the office of the Chief Engineer, Solar Power Generation Department (SPGD), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Data Centre Complex, 3 <sup>rd</sup> Floor, Action Area-I, Newtown, Rajarhat, Kolkata-700163 on all working days excepting Saturday and Holidays from <b>10.00 Hrs. to 17.30 Hrs.</b> Application received through e-mail will not be accepted.

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*Handwritten signature and date: 15/05/26*

4.	<p><b>Eligibility Criteria:</b></p> <ul style="list-style-type: none"> <li>• The firm will install rooftop solar plants fulfilling minimum technical standards and specifications issued by the MNRE.</li> <li>• The firm has sufficient (at least 3) technical manpower trained in the skills required to execute the work of installation of rooftop solar plants</li> <li>• The vendor shall submit Format of Declaration (Annexure-1) attached hereto duly filled &amp; signed with company seal on every pages of the document.</li> </ul>
5.	<p><b>Vendor Registration Process (Annexure-2):</b></p> <ul style="list-style-type: none"> <li>• The vendors willing to execute the projects through National Portal can get registered with respective DISCOM by submitting an application along with a declaration in the format given at <a href="http://www.solarrooftop.gov.in">www.solarrooftop.gov.in</a> and depositing Rs. 2,50,000/- valid for at least 5 years.</li> <li>• Vendors can submit the application at the office of the Chief Engineer, Solar Power Generation Department (SPGD), West Bengal State Electricity Distribution Company Limited (WBSEDCL), Data Centre Complex, 3rd Floor, Action Area-I, Newtown, Rajarhat, Kolkata-700163 and their names will be included in the list of empaneled vendors within a period of 1 month from the date of submission of the application. Empanelment list will be updated monthly.</li> <li>• The DISCOM will upload the details of the registered vendors on the National Portal and the vendors will receive a registration mail. The vendors can login to the National Portal with PAN number and Mobile number (used by DISCOM for registration) and enter the product rates and contact details. The details entered by the vendor will be visible to the consumer submitting application to the concerned DISCOM for rooftop solar.</li> </ul>
6.	<p><b>Process of Empanelment:</b> After obtaining the applications within every 15<sup>th</sup> day of month, WBSEDCL will verify the submitted documents for qualification. WBSEDCL will ask the qualified agencies to submit the necessary Performance Bank Guarantee. After getting PBG from the agencies, list of empanelment of vendor will be uploaded in portal.</p>
7.	<p>WBSEDCL reserves the right to accept or reject any or all applications at its discretion without assigning any reason whatsoever and do not bind itself to accept the application.</p>
8.	<p><b>Performance Bank Guarantee (PBG)</b></p> <p>The qualified agencies have to submit a performance BG of Rs. 2.5 lakhs valid for five years to WBSEDCL. Format of PBG is enclosed (Annexure-3).</p> <p>The Security money so retained shall not bear any interest whatsoever.</p>

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*Be. Ch. 15.05.2021*

<b>9.</b>	<b>Contact Person:</b>  i) The Superintending Engineer (E), SPGD, WBSEDCL (Mob: 9230961807) (email: <a href="mailto:cesolar@wbasedcl.in">cesolar@wbasedcl.in</a> )  ii) The Additional Chief Engineer, SPGD, WBSEDCL (Mob: 9230964010) (email: <a href="mailto:spgd.projects@wbasedcl.in">spgd.projects@wbasedcl.in</a> )
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Enclose:

1. Format of Declaration (Annexure-1)
2. Vendor Registration Process (Annexure-2)
3. PBG Format (Annexure-3)

*R.K. Sinha*  
*15.05.2026*

(R.K.Sinha)

Chief Engineer

Solar Power Generation Department

**Format for Declaration from Vendor**

1. Name of the Firm:
2. Legal status of the Firm(Ltd/Pvt/Proprietary/LLP):
3. GSTIN number of the Firm:
4. PAN number of the Firm:
5. Provident Fund number of the Firm:
6. The firm has sufficient(at least 3) technical manpower trained in the skills required to execute the work of installation of rooftop solar plants
7. The firm fulfills all statutory requirements for example those relating to electrical safety, to install rooftop solar plants.
8. The firm will install rooftop solar plants fulfilling minimum technical standards and specifications issued by the MNRE.
9. The firm will provide comprehensive maintenance of the rooftop solar plant installed by the firm for at least 5 years.
10. The firm will provide all necessary information related to installation of rooftop solar plants and Do's & Don'ts to the beneficiary.
11. The firm will also provide name, contact number and e-mail of the person where the beneficiary can register a complaint related to rooftop solar plants installed by the firm. The details will also be made available to the state authorities and MNRE.
12. In case of any discrepancy in terms of quality and services provided by the firm, the concerned distribution company/electricity dept can blacklist the firm and encash the performance Bank Guarantee, apart from taking other legal actions.
13. The signatory of this declaration authorized by the firm and the firm will abide by all the conditions mentioned above. In case of any misinformation or concealment of facts, appropriate legal action may be taken against the firm by the affected parties.
14. Along with this declaration, the firm is submitting a performance bank guarantee of Rs2.5 lakhs valid for 5 years.
15. The firm is willing to work in urban/rural areas of : \_\_\_\_\_  
\_\_\_\_\_ (Name of the districts)
16. Law of Jurisdiction : Kolkata High Court .

Authorised Signatory

Name:

Designation:

Name of the firm:

Contact No:

Email ID:

## Manpower Credentials Format (On Company Letter Head)

To

Date:

Place:

The Chief Engineer,  
Solar Power Generation Department,  
DATA Centre Complex, WBSEDCL, New  
Building, 3rd floor, AF Block, Action Area - 1A,  
New Town, Pin- 700156.

Dear Sir/Madam,

### Sub:-Regarding Technical Manpower

Brief About Company (not more than 100 words/one paragraph).

We (**Company Name**) submit a declaration stating we have sufficient skilled regular personnel having requisite experience in installation of rooftop solar plants systems. Please find below our personnel names along with details.

Sr. no.	Name of Employees	Designation	Qualification	Department	Overall Experience

Attached CV's of Employees (Optional)

Authorized Signatory of the Company

Stamp of the company.

**PERFORMANCE BANK GUARANTEE (PBG)**

*(To be executed on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)*

Ref.:

Bank Guarantee No.:

Date:

To,  
The Chief Engineer,  
Solar Power Generation Department,  
West Bengal State Electricity Distribution Company Limited,  
Data Centre Complex (3<sup>rd</sup> Floor), Street No. – 41, Action Area – I,  
New Town, Kolkata – 700 163.

In consideration of the *[Insert name and address of the Vendor]* (hereinafter referred to as '*Vendor*') submitting to the response to the Notice/ Order for empanelment of Firm for the installation of Roof-Top Solar Plants at residential buildings under **PM Surya Ghar: Muft Bijli Yojana**, as per the terms & conditions, specifications, standards and guidelines specified by MNRE and considering such response *[Insert name of the Vendor]*, the *[Insert name & address of Bank]* hereby agrees unequivocally, irrevocably and unconditionally to *pay to West Bengal State Electricity Distribution Company Limited at Solar Power Generation Department, West Bengal State Electricity Distribution Company Limited, Data Centre Complex (3<sup>rd</sup> Floor), Street No. – 41, Action Area – I, New Town, Kolkata – 700163* forthwith on demand in writing from **West Bengal State Electricity Distribution Company Limited** or any Officer authorized by it on this behalf, any amount upto and not exceeding **₹ 2,50,000/- (Rupees Two Lakh Fifty Thousand only)**, on behalf of M/s. *[Insert name of the Vendor]*.

This guarantee shall be valid and binding on this Bank **upto Five (05) Years from date of issuance of the BG** and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between parties to the respective agreement.

Our liability under this Guarantee is restricted to **₹ 2,50,000/- (Rupees Two Lakh Fifty Thousand only)**.

Our Guarantee shall remain in force until *[Insert the Exact Date, completing on 5 Years counting from Date of signing of BG]* and **West Bengal State Electricity Distribution Company Limited** shall be entitled to invoke this Guarantee till *[Insert the Exact Date, completing on 5 Years alongwith the Claim Period of further 90 days counting from Date of signing of BG]*.

The Guarantor Bank hereby agrees and acknowledges that **West Bengal State Electricity Distribution Company Limited** shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by **West Bengal State Electricity Distribution Company Limited**, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to **West Bengal State Electricity Distribution Company Limited**.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by *[Insert name of the Empanelled Vendor]* and/or any other person. The Guarantor Bank shall not require **West Bengal State Electricity Distribution Company Limited** to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against **West Bengal State Electricity Distribution Company Limited** in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at **Kolkata/ West Bengal** shall have exclusive jurisdiction. The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly **West Bengal State Electricity Distribution Company Limited** shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the Vendor, to make any claim against or any demand on the Vendor or to give any notice to the Vendor or to enforce any security held by **West Bengal State Electricity Distribution Company Limited** or to exercise, levy or enforce any distress, diligence or other process against the Vendor.

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to **₹ 2,50,000/- (Rupees Two Lakh Fifty Thousand only)** and it shall remain in force until *[Insert the Exact Date, completing on 5 Years counting from Date of signing of BG]* with an additional claim period of **ninety (90) days** thereafter. We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if **West Bengal State Electricity Distribution Company Limited** serves upon us a written claim or demand.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

For

[Insert Name of the Bank]  
Banker's Stamp and Full Address.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(Bank's Contact Details & E Mail ID to be provided)

Witness:

1.

Signature \_\_\_\_\_

Name and Address \_\_\_\_\_

2.

Signature \_\_\_\_\_

Name and Address \_\_\_\_\_

**N.B.: Beneficiary Bank Details:-**

**Bank Name:** State Bank of India, **Bank Branch:** Bikash Bhaban G.O.C., **Account Name:** WBSEDCL,  
**Account Number:** 36548991592, **IFSC Code:** SBIN0007816

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