

**West Bengal State Electricity Distribution Company Limited**  
(A Government of West Bengal Enterprise)

**Registered Office:**

Vidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar  
Kolkata – 700 091  
CIN – U40109WB2007SGC113473



website – [www.wbsedcl.in](http://www.wbsedcl.in)

**Regional Office- Darjeeling**

Power House Complex, 2<sup>nd</sup> Mile  
Sevoke Road, Siliguri – 734001  
E Mail: [rm.darjeeling@wbsedcl.in](mailto:rm.darjeeling@wbsedcl.in)  
Tel. – 0353- 2542788 / 2540751

**NOTICE INVITING QUOTATION**

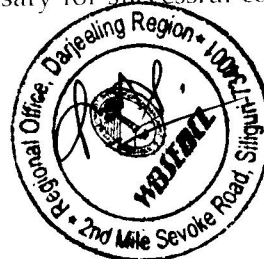
Memo no: RM/DR/Civil/Quotation/2026-27/ **896**

Dated **07/08/2026**

Sealed quotations are invited (submission in physical form) for the work as mention in Cl. No. 1 of this Notice by The Regional Manager, Regional Office, Darjeeling, WBSEDCL from any intending experienced, bona-fide and financially sound firms/ contractors fulfilling the terms & conditions as mentioned below:

**Terms & conditions:**

- 1) **Name of the Work:** Conducting Detailed Topographical, Civil and Electrical Infrastructure Survey of 33/11 kV Ujanu Sub-Station, including Switchyard Mapping, 2 m × 2 m Grid Survey of the Vacant Area, and Inventory of Existing Utilities, Control Room Building, and Trees under Siliguri Town Division, WBSEDCL.
- 2) **Scope of Work:**
  - I. Conducting a detailed topographical survey of the entire 33/11 kV Ujanu Sub-Station premises, including switchyard mapping and a 2 m × 2 m grid survey of the vacant area, using a Total Station and other required survey instruments.
  - II. Carrying out a detailed survey and inventory of the existing civil and electrical infrastructure, including but not limited to control room building(s), roads, drains, cable trenches, foundations, bays, transformers, feeders, gantries/structures, boundary wall, fencing, culverts, underground and above-ground utilities, and any other permanent installations within the sub-station premises.
  - III. Preparing an inventory of all existing trees within the survey area, indicating tree location, stem diameter, approximate height, other relevant particulars.
  - IV. Providing all necessary resources required for execution of the work, including transportation (carriage) of survey equipment, Total Station, GPS (where required), accessories, carrying out grass cutting, removal of bushes, shrubs, and other minor vegetation, wherever required, skilled survey personnel, draftsmen, labourers, supervisors, vehicles, consumables, and all other tools and tackles necessary for successful completion of the work.

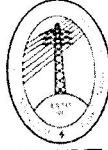




**West Bengal State Electricity Distribution Company Limited**  
(A Government of West Bengal Enterprise)

**Registered Office:**

Vidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar  
Kolkata – 700 091  
CIN – U40109WB2007SGC113473



**WBSEDCL**

**website – [www.wbsedcl.in](http://www.wbsedcl.in)**

**Regional Office- Darjeeling**  
Power House Complex, 2<sup>nd</sup> Mile  
Sevoke Road, Siliguri – 734001  
E Mail: [rm.darjeeling@wbsedcl.in](mailto:rm.darjeeling@wbsedcl.in)  
Tel. – 0353- 2542788 / 2540751

- V. Establishing survey control points, benchmarks, coordinates, and levels with reference to approved datum, and ensuring the required survey accuracy in accordance with relevant IS Codes and standard engineering practices.
- VI. Processing the survey data and preparing all required drawings, plans, contour maps, topographical maps, layout plans, utility maps, and other survey deliverables in both hard copy and editable soft-copy formats (AutoCAD and other approved digital formats), as directed by the Engineer-in-Charge.
- VII. Any other incidental or ancillary work necessary for the proper and satisfactory completion of the survey, whether specifically mentioned herein or not, shall be deemed to be included within the scope of the contract without any extra claim.
- 3) **Eligibility Criteria:** The Bidder must possess valid PAN, GSTN and trade Licence and copy of the same shall be submitted along with the bid.
- 4) **Key Dates:** The necessary Annexure (Price Schedule) & Declaration Form can be collected by the eligible intending firms/contractors upto 12:00 Hrs of 13/08/2026 from the Regional Manager, Darjeeling Regional Office. The quotation in sealed envelope must reach to The Regional Manager, Darjeeling Regional Office, 2<sup>nd</sup> Mile, Sevoke Road, Siliguri 734 001 by 15:00 Hrs of 14/08/2026. The Quotations will be opened at 16:00 Hrs of 14/08/2026.
- 5) **Submission of Bid:** The intending firms/contractor shall submit the quotation as per prescribed format in **Annexure – I (Price Bid)** along with self attested copy of PAN, GSTN, Trade Licence, declaration form as per pro-forma & this notice.
- 6) **Validity of Quotation:** The Quotation shall be valid for a period of 120 (One Hundred Twenty Days) from the date of opening of Quotation.
- 7) **Opening of Quotation & Award of Contract:** Submitted quotations shall be opened as per date and time schedule of this notice. If necessary submitted documents along with the bid as asked in Cl. No. 5 of this notice are valid, then lowest price in totality shall be the guiding factor to decide the successful bidder.
- The bidder who's bid will be accepted will be notified by the authorised official through letter of award. The notification of award will constitute the formation of contract.
- 8) **Payment:** 100% payment of ordered value along with applicable taxes shall be paid to the contractor/firm after successful completion of work and submission of tax invoice in triplicate with due certification from the controlling officer of the work. However, necessary statutory

**West Bengal State Electricity Distribution Company Limited**  
(A Government of West Bengal Enterprise)

**Registered Office:**

Vidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar  
Kolkata – 700 091  
CIN – U40109WB2007SGC113473



**Regional Office- Darjeeling**

Power House Complex, 2<sup>nd</sup> Mile  
Sevoke Road, Siliguri – 734001  
E Mail: rm.darjeeling@wbasedcl.in  
Tel. – 0353- 2542788 / 2540751

**website – [www.wbasedcl.in](http://www.wbasedcl.in)**

deductions such as CESS (1%), IT etc. will be deducted from the bill as per prevailing government norms.

9) **Completion:** The work shall be completed in all respect within 5 days from the date of commencement of work.

10) **Execution of works in accordance with Indian Standards (IS) Code of Practice:** The Contractor shall execute all tests, procedures, equipment/apparatus usage, and site data collection processes strictly in accordance with the relevant Indian Standards (IS) code of practice. In the event that the WBSEDCL identifies any discrepancy, incompetency, or inadequacy in the Contractor's technical capability or manpower at any stage of the work or in the submitted reports, the WBSEDCL reserves the right to cancel the Letter of Award by issuing a written notice to the Contractor.

In such cases, the Contractor shall not be entitled to any payment, either in part or full, for work completed or otherwise. Therefore, it is mandatory for bidders to carefully assess their own firm's capabilities and resources before submitting their quotation.

A pro-forma of declaration form, which is annexed with this notice, must be filled out and submitted by all intending participants along with their quotation.

11) The bidder at their own responsibility and risk is encouraged to visit and examine the site of works and its surrounding and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Quotation. The cost of visiting the site shall be at the Bidder's own expense.

12) The WBSEDCL reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at any stage of Bidding.

13) Conditional/Incomplete quotation will not be accepted under any circumstances.

14) Quotations received after due date and time will not be considered under any circumstances.

15) The price will be firm and no escalation in price will be considered under any circumstances.

16) The applicable goods & service tax will be paid as per GST statute.

17) If the Office happens to be closed on the last date of receipt of quotation /opening of quotation, the next working day at the same time & venue shall be applicable for the said purpose.

18) The Regional Manager, Darjeeling Regional Office, WBSEDCL shall be the Controlling Officer.

19) The Sr. Manager (F&A), Darjeeling Regional Office, WBSEDCL shall be the Paying Officer.

20) The WBSEDCL does not bind itself to accept the lowest bidder and reserve the right to reject any or all quotation(s) or to split the whole work to more than one contractor without assigning any reason whatsoever.



**West Bengal State Electricity Distribution Company Limited**  
(A Government of West Bengal Enterprise)

**Registered Office:**

Vidyut Bhavan, Block – DJ  
Sector – II, Bidhannagar  
Kolkata – 700 091  
CIN – U40109WB2007SGC113473



**Regional Office- Darjeeling**

Power House Complex, 2<sup>nd</sup> Mile  
Sevoke Road, Siliguri – 734001  
E Mail: rm.darjeeling@wbasedcl.in  
Tel. – 0353- 2542788 / 2540751

website – [www.wbasedcl.in](http://www.wbasedcl.in)

21) The WBSEDCL reserves the right to cancel the notice inviting quotation due to unavoidable circumstances and no claim in this respect will be entertained.

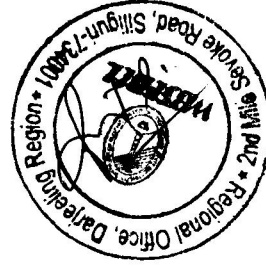
*Handwritten signature: 207/08/2016*



(B Barman)  
Regional Manager  
Darjeeling Regional Office  
WBSEDCL

**ANNEXURE I (PRICE BID)**

(TO BE FILLED BY THE BIDDER)



**Name of Work:** Conducting Detailed Topographical, Civil and Electrical Infrastructure Survey of 33/11 kV Ujanu Sub-Station, including Switchyard Mapping, 2 m × 2 m Grid Survey of the Vacant Area, and Inventory of Existing Utilities, Control Room Building, and Trees under Siliguri Town Division, WBSEDCL.

NIQ No. RM/DR/Civil/Quotation/2026-27/896 dated 07/08/2026

| Sl. No.                                                 | Description of work                                         | Quantity | Unit | Rate | Gross Amount |
|---------------------------------------------------------|-------------------------------------------------------------|----------|------|------|--------------|
| 1                                                       | As per the Scope of work of Notice inviting Quotation (NIQ) | 1        | Each |      |              |
| <b>TOTAL excluding 18% GST, but including 1% CESS =</b> |                                                             |          |      |      |              |

## **DECLARATION FORM**

*(To be submitted along with the Quotation)*

**Name of the Work:** Conducting Detailed Topographical, Civil and Electrical Infrastructure Survey of 33/11 kV Ujanu Sub-Station, including Switchyard Mapping, 2 m × 2 m Grid Survey of the Vacant Area, and Inventory of Existing Utilities, Control Room Building, and Trees under Siliguri Town Division, WBSEDCL

**Quotation inviting Memo No.:** RM/DR/Civil/Quotation/2026-27/896 dated 07/08/2026

I/We, the undersigned, hereby declare the following in relation to the above-mentioned work:

1. I / We confirm that my firm possesses the technical expertise, equipment, and qualified surveyor to perform the work as per the relevant Indian Standards (IS). All procedures will be carried out following the guidelines and protocols laid out in the Indian Standards. The necessary equipment and apparatus for conducting survey work are available and will be used as required.
2. We will adhere to all safety, technical, and quality standards during the execution of work.
3. I / We further acknowledge that the WBSEDCL reserves the right to verify the competency of my firm and the qualifications of the personnel involved at any stage of the project. Should any discrepancy or inadequacy be identified, I understand that the WBSEDCL may cancel the Letter of Award and my firm will not be entitled to any payment, either in part or full, for the work completed.
4. I/We further confirm that I have carefully assessed my firm's capability to perform the required work and fully accept the responsibility for the execution of the work as per the prescribed Indian Standards.
5. I / We further agree that the tender shall remain open for acceptance of WBSEDCL for a period of 4(Four) months from the date of opening of the tender.
6. I / We do further declare that I / We have inspected the site and fully conversant with all aspects of the site and appraise the condition of site in regard to the execution of this contract.
7. I / We have also gone through the schedule of works and Tender documents. Our tender is offered taking due consideration of all factors and if the same is accepted I / We promise to abide by all stipulations of the contract documents and carry out and complete the work to the satisfaction of the WBSEDCL.
8. I / We further do declare that any damage to the property of WBSEDCL shall be compensated by me/us. The decision of the controlling officer shall be final and binding on our part.
9. I/We fully understand and agree that if, after the award of the work, I/We neglect or fail to proceed with the work in proportion to the scheduled progress, or fail to complete the work within the stipulated period of completion or within any extension of time duly approved by WBSEDCL, WBSEDCL shall have the right to terminate the Work Order/Letter of Award at its sole discretion, without prejudice to any other rights or remedies available under the contract.

Signature of the Firm with Seal

