পশ্চিমবঙ্গ রাজ্য বিদ্যুৎ সংবহন কোম্পানি লিমিটেড
(পশ্চিমবঙ্গ সরকারের একটি উদ্যোগ)
Regd. Office: VidyutBhawan, Block – DJ, Sector-II, Bidhannagar, Kolkata – 700091.
CIN: U40101WB2007SGC113474; Website: www.wbsetcl.in

Office of the Chief Engineer Engineering(Project)
VidyutBhavan 9th Floor, 'D' Block, Bidhannagar, Block-DJ, Sector-II, Kolkata- 700 091.
Phone: (033) 2321 6772 Fax: (033) 2334 5961 E-mail : ceed10@yahoo.in

Notification for enlistment of new Vendors under WBSETCL

Dt.27-11-2025

Applications from all the intending vendors **(original manufacturer)** are being invited towards enlistment in the approved maker's list of WBSETCL for the existing items.

Following documents are to be submitted -

1. Hard copies -
    a. Original application in Company's letter head signed by **authorized** signatory
    b. Filled -up 'Prescribed Format for Enlistment of Vendors'
    c. All supporting documents and testimonials as mentioned at prescribed format
2. Soft copy **in external USB drive** -
    a. Folder 1 - Company Registration Documents
    b. Folder 2 - Supply documents and performance certificates
    c. Folder 3 - Type test Reports
    d. Folder 4 - Financial Documents, Profit & Loss Statement, Bank Statement etc.
    e. Folder 5 - Documents related to Quality Control, Safety Procedure, Testing facilities etc.
    f. Folder 6 - Authenticated certificate issued by a Chartered Accountant regarding manpower, machinery, factory layout and area etc.

All the documents are to be submitted at the Office of Chief Engineer - Engineering Department, WBSETCL, 9th Floor 'D' block, Vidyut Bhaban. **The last date for receiving application is 28th February, 2026**.

Sd/-
(J. Kanjilal)
Chief Engineer
Engineering (Project) Department

PRESCRIBED FORMAT FOR ENLISTMENT OF VENDORS

(to be submitted in Company's Letter Head)

1. Name of the Vendor and Registered Office Address:

2. Name of the Product for enlistment:

3. Name of Contact Person, Contact number & E-mail Id:

4. Contact Address:

5. Email id for present & future correspondence:

6.	COMPANY DETAILS:		
A	ORIGINAL MANUFACTURER WITH REGISTRATION	SUBMITTED (Y/N)	ANNEXURE REFERENCE
i	Company incorporation Certificate (CIN) with address and contact no. of the manufacturer.		
ii	Trade License		
iii	GST Certificate		
iv	PAN		
v	TAN		
B	SUPPLY PERFORMANCE IN INDIAN POWER UTILITY		
i	Purchase order/ Letter of Award for last 5 years		
ii	Performance Certificate showing satisfactory performance for at-least one year		
C	AUTHENTICATED PROOF OF THE ADDRESS OF ALL THE WORKS OF THE COMPANY		
D	COMPANY ORGANISATIONAL (MANPOWER) INFRASTRUCTURE (Authenticated certificate issued by a Chartered Accountant showing details of manpower on roll in the organization)		
E	DETAILS OF THE MACHINERY, INSTRUMENTS ETC IN PRODUCTION UNITS (Authenticated certificate issued by a Chartered Accountant showing details of machinery, instruments etc. in the Production units)		
F	QUALITY CONTROL & TESTING FACILITIES		
G	DETAIL OF SAFETY PROCEDURE ADOPTED		
H	FACTORY LAYOUT DIAGRAM		

I	UPDATED TYPE TEST REPORTS OF RELEVANT PRODUCTS (with validity as per latest CEA guidelines)		
J	DOCUMENTS TO SHOW POSITIVE NET WORTH		
K	AUDITED PROFIT AND LOSS ACCOUNT STATEMENT AND BALANCE SHEET FOR THE LAST THREE YEARS SHOWING PROFIT FOR THE LAST THREE FINANCIAL YEARS		
i	2024-25		
ii	2023-24		
iii	2022-23		
L	BANK SOLVENCY CERTIFICATE		
i	Relief Letter from the Bank		
ii	Letter from bank showing utilized/un-utilized line of credit		

Applicants are required to attach all the necessary documents along with this format in support of the above declaration.

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(Signature of Authorized Signatory with office seal and Date)

Name of the Authorized Signatory with Designation