



EXPRESSION OF INTEREST (EOI)
FOR
EMPANELMENT OF QUALIFIED AGENCIES FOR
RETROFITTING OF EXISTING VEHICLES WITH APPROVED EV
CONVERSION TECHNOLOGIES IN INDIA

EOI NO. WBGEDCL/EOI-01/2025-26



West Bengal Green Energy Development Corporation Ltd

(A Govt. of West Bengal Company)

CIN: U40108WB2007SGC121189

Bikalpa Shakti Bhavan, Plot-J-1/10 EP, GP Block, Salt Lake Electronics Complex,
Sector-V, Kolkata – 700 091

Ph: 033-2357-6361 :: Website: www.wbgedcl.in :: E-mail: wbgedcl@rediffmail.com / wbgedcl2007@gmail.com

Memo.No: NRES-30/64/2025-WBGEDCL-NRES: Expression of Interest for Retrofitting to EV



West Bengal Green Energy Development Corporation Ltd

(A Govt. of West Bengal Company)

CIN: U40108WB2007SGC121189

:Registered & Corporate Office:

Bikalpa Shakti Bhavan, Plot-J-1/10 EP, GP Block,
Salt Lake Electronics Complex, Sector-V, Kolkata – 700 091

Ph: 033-2357-6361 :: Website: www.wbgedcl.in :: E-mail: wbgedcl@rediffmail.com / wbgedcl2007@gmail.com

Memo.No: NRES-30/64/2025-WBGEDCL-NRES/648

dated;20.02.2026

NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF QUALIFIED AGENCIES FOR RETROFITTING OF EXISTING VEHICLES WITH APPROVED EV CONVERSION TECHNOLOGIES IN INDIA

EOI NO. WBGEDCL/EOI-01/2025-26

e-Procurement Notice

Schedule of Dates for EOI:

| # | Activity | Date |
|-----|------------------------------------------|-----------------------------------------|
| 1. | Publishing Date | 23.02.2026 |
| 2. | Document download start date | 23.02.2026 at 11.00 AM |
| 3. | Date of pre-bid meeting | 27.02.2026 at 12.00 noon |
| 4. | Bid submission start date | 23.02.2026 at 12.00 PM |
| 5. | Bid submission end date | 23.03.2026 upto 2.00 PM |
| 6. | Cost of EOI document | 20,000/- plus GST @ 18% |
| 7. | EOI Opening date | 25.03.2026 at 2.00 PM |
| 8. | Name & address of office inviting tender | Chief Engineer, WBGEDCL |
| 9. | Contact no. of nodal officer | Assistant Manager (Tech)- 9836395229 |
| 10. | Validity of the empanelment | 365 days |

1. Invitation

West Bengal Green Energy Development Corporation Ltd. (WBGEDCL) invites Expression of Interest (EOI) from eligible, experienced and technically capable agencies for retrofitting of existing petrol/diesel cars into battery electric vehicles (EVs) using MoRTH-approved retrofit kits, for pilot and potential scale-up program in the State of West Bengal.

2. About WBGEDCL

The **West Bengal Green Energy Development Corporation Limited (WBGEDCL)** is a Government of West Bengal company established under Non-conventional & Renewable Energy Sources Department, Govt. of West Bengal for investment, development, and execution of renewable energy projects in West Bengal.

The core objective of WBGEDCL is to **facilitate and accelerate the integration of grid-connected renewable energy projects and green energy solutions** in the State. This includes encouraging private sector participation, providing technical and investment facilitation, assisting in obtaining clearances and incentives, and implementing projects on commercial or demonstration basis.

Over the years, WBGEDCL has played a pivotal role in expanding West Bengal's renewable energy landscape through initiatives such as:

- Commissioning **India's first commercial solar PV power plant**, which set a benchmark for large-scale renewable energy deployment in the State.
- Implementing utility-scale and decentralized solar projects, including rooftop systems on institutions and public buildings.
- Supporting hybrid renewable systems and wind energy initiatives.

WBGEDCL continues to strategically support West Bengal's transition to a cleaner and more sustainable energy future by fostering partnerships with national ministries, private developers, and local stakeholders, leveraging renewable energy technologies to reduce carbon emissions and enhance energy resilience.

In alignment with its mandate, WBGEDCL is now exploring **innovative clean mobility solutions** such as the retrofitting of conventional ICE vehicles to electric vehicles. WBGEDCL currently operates a fleet of vehicles that are used for daily commute by officers across various government institutions. To promote clean mobility and reduce operational cost and carbon footprint, WBGEDCL intends to convert a portion of these vehicles into Electric Vehicles through approved EV conversion kits, technologies and processes.

WBGEDCL currently operates a fleet of vehicles that are used for daily commute by officers across various government institutions. To promote clean mobility and reduce operational cost and carbon footprint, WBGEDCL intends to convert a portion of these vehicles into Electric Vehicles through approved EV conversion kits and processes.

3. Objective of the EOI

The primary objective of issuing this Expression of Interest (EOI) is to identify, evaluate, and shortlist technically competent, experienced, and regulatory-compliant agencies that can undertake the retrofitting of existing Internal Combustion Engine (ICE) cars into Electric Vehicles (EVs) using certified retrofit technologies. This EOI serves as a pre-qualification and market assessment exercise, aimed at gathering detailed information on available retrofit solutions, vendor capabilities, indicative costs technical feasibility, execution timelines, and available after-sales support within the State prior to launching a detailed Request for Proposal (RFP) or pilot implementation programme.

4. Scope of the EOI

The scope includes retrofitting of ICE cars into EVs in compliance with (Ministry of Road Transport and Highways) MoRTH/ Central Motor Vehicles Rules (CMVR)/ Automotive Industry Standards (AIS) regulations, vehicle assessment, retrofit, testing, certification, RTO endorsement, and O&M support during pilot phase.

The scope of work for the selected retrofitting agencies under subsequent tendering will include the following:

a. Collection and Logistics:

ICE vehicles will be provided by WBGEDCL. The agency shall pick up the vehicle(s) from the designated location(s) as informed by WBGEDCL. All logistics, transportation, and handling required to bring the vehicle to the agency's workshop shall be the agency's responsibility.

b. Retrofit to EV:

The agency shall retrofit the ICE vehicle into an Electric Vehicle using certified components, EV conversion kits, and processes approved by authorized agencies in India, including but not limited to:

- Automotive research association of India (ARAI), International Centre for automotive technology (ICAT), or any prescribed testing agency.

- MoRTH/Transport Department–approved retrofit kits.
- AIS/CMVR standards.

c. Vehicle Fitness, Registration & Approvals:

The agency shall be fully responsible for obtaining all regulatory approvals required for roadworthiness, including:

- Re-certification.
- Roadworthiness / fitness certificate.
- Re-registration as EV.
- Update in Vahan portal.
- Insurance modifications where applicable.

d. Delivery of Fully Functional EV:

The bidder shall return the retrofitted vehicle to the designated location of WBGEDCL in fully operational condition, ready for daily commute.

e. Warranty:

The bidder shall provide warranty for the motor, controller, battery, conversion kit, and workmanship as per industry standards and as committed in the bid.

f. Maintenance & After-Sales Support:

The bidder shall provide maintenance and servicing support for all retrofitted vehicles. Adequate service centers must be available within the city or within the State of West Bengal.

g. Training & Documentation:

The bidder shall provide basic training to WBGEDCL-assigned drivers and staff regarding safe operation and maintenance of the retrofitted vehicle. Comprehensive manuals shall be provided.

h. Timeline:

The bidder shall specify the expected timeline required for completing the retrofit activity for each vehicle model.

The detailed scope of work is attached in **Annexure A**

5. Vehicle Category

The retrofitting initiative will cover selected categories of vehicles that are technically feasible and economically viable for conversion from ICE to electric vehicles. These primarily include **M1 category passenger cars (ex. Sedans, Hatchbacks, Compact SUVs), utility/SUV-type departmental vehicles (Ex. Bolero, Scorpio, Innova, Sumo), N1 category light commercial vehicles used for goods transport (Ex. Tata Ace / Super Ace, Mahindra Supro, Ashok Leyland Dost, Pickup vans) and commercial passenger vehicles such as taxis and institutional fleets (Ex. Ex. Taxi fleets like Yellow/Radio Taxis, Aggregator Fleets, Institutional transport vehicles, Hotel/Resort shuttle vehicles relevant for Sundarban tourism or ULB fleets), Two Wheelers, Three Wheelers.**

These categories offer suitable chassis design, adequate space for battery integration, and high daily usage, making them ideal for retrofit. The focus is on vehicles with good structural condition that can be safely and efficiently converted to electric mobility while supporting the State's clean transport goals.

6. Applicable Standards

All retrofitting works under this EOI must strictly comply with the applicable regulatory and safety frameworks prescribed by the Government of India, including the **Central Motor Vehicle Rules (CMVR) and key Automotive Industry Standards (AIS) such as AIS-123 (Part 3) for EV retrofitting, AIS-156 for battery safety, AIS-038 for high-voltage protection, AIS-048 for charging and power electronics, and relevant EMC/EMI standards.** Retrofit kits must possess valid Type Approval Certificates from authorized testing agencies such as ARAI/ICAT, and all components must meet applicable BIS requirements. The agency shall also adhere to state transport guidelines for approval, registration, and fitness certification of converted vehicles, ensuring that every retrofitted EV meets national safety, performance, and environmental compliance norms.

7. Qualification Requirements

Respondents are expected to meet the Qualification Requirements outlined in this EOI. The intent of these requirements is to assess the technical capability, financial soundness, and readiness of interested agencies for the proposed retrofitting initiative. Since this is an Expression of Interest (EOI) and not a competitive tender, any deviation, shortfall, or non-fulfilment of the stated Qualification Requirements shall not result in outright rejection of the EOI submission. However, such submissions may not be shortlisted or considered for participation in the subsequent Limited Tender process.

WBGEDCL reserves the right to evaluate the suitability of each response based on the information provided and to determine the eligibility of respondents for the next stage of procurement.

The Bidder shall fulfil the below Qualification Requirement.

| Sl. No. | Qualification Requirement | Supporting Documents to be Submitted |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | General Qualification Requirements | |
| 1.1 | <p>A. The Bidder must be a Company registered under The Indian Companies Act, 1956/ 2013; or</p> <p>B. Partnership firm registered under The Indian Partnership Act, 1932; or</p> <p>C. Sole proprietorship firm under the relevant laws in India.</p> <p>D. Joint venture (JV) or Consortium of companies registered in India under relevant laws in India.</p> <p>Note: Subcontracting are not allowed.</p> | <p>Certificate of Incorporation, GST Registration, PAN,</p> <p>Trade Licence, Professional Tax Payment Certificate (PTPC), MSME Certificate (if applicable).</p> |
| 1.2 | <p>The Bidder must not be debarred/ blacklisted/ defaulted by any Government, agency, Public Sector Undertaking (PSU), institution/ autonomous organizations in the past at the time of submission of proposal.</p> | <p>The Bidder shall submit a self-certification by an authorized person duly notarized to this effect.</p> |
| 2. | Technical Qualification | |
| 2.1 | <ul style="list-style-type: none"> The bidder must demonstrate proven technical capability in the retrofitting of Internal Combustion Engine (ICE) vehicles into Electric Vehicles (EVs). The bidder should have successfully executed EV retrofitting works or should be an | <p>The Bidder shall submit the letter of awards/ work orders/ along with the Commissioning Certificate/Completion Certificate along with Client References.</p> |

| Sl. No. | Qualification Requirement | Supporting Documents to be Submitted |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| | <p>OEM of certified EV conversion kits with in-house capability to undertake complete retrofitting activities, including dismantling, integration, installation, testing, and commissioning of EV systems.</p> <p><i>Authorized dealers or distributors of EV conversion kits shall be considered eligible only if they possess an in-house technical team with demonstrated experience in executing complete EV retrofitting works. Mere dealership authorization of EV conversion kits without demonstrated execution capability shall not qualify as fulfilment of technical eligibility.</i></p> <ul style="list-style-type: none"> • The bidder must provide proof of certification from ARAI/ICAT or other authorised agencies for the retrofit kit(s) it proposes to use. • The bidder must have at least one functional service/AMC centre within West Bengal or must commit to establishing the same within 3 months from empanelment or award of work whichever is later . | |
| 3. | Financial Qualification Requirements | |
| 3.1 | <p>Applicability:</p> <p>a) The Bidder must have minimum average annual turnover of not less than Rs. 1 Cr values provided in any</p> | The Bidder shall submit a turnover certificate issued by a chartered accountant |

| Sl. No. | Qualification Requirement | Supporting Documents to be Submitted |
|---------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| | <p>of the last three (3) financial years from FY22-23, FY 23-24 and FY 24-25.</p> <p>b) The Bidder must have minimum working capital of Rs. 30.00 lakh in the last financial year i.e. 2024-25.</p> <p>c) The Bidders must fulfil the specified criteria for each individual package.</p> <p>In case of the bidder applying as JV, any of the members should satisfy the above criteria.</p> | <p>with UDIN.</p> <p>The Bidder shall submit a working capital certificate issued by a chartered accountant with UDIN.</p> |

4. Evaluation & Shortlisting

This EOI is exploratory in nature and no financial evaluation will be carried out at this stage. WBGEDCL will review submissions based on:

- Technical Capabilities and Certifications.
- Experience in Similar Projects.
- Availability of Service Centers.
- Financial Strength.
- Completeness and Authenticity of Submitted Documents.
- Feasibility and clarity of proposed budgetary pricing and timelines.

Based on responses, WBGEDCL will prepare a shortlist of agencies who will be invited to participate in a Limited Tender. If response is inadequate, WBGEDCL reserves the right to issue an Open Tender.

5. Documents to be Submitted

Respondents must submit the following standard documents:

- Certificate of Incorporation / Registration
- Power of Attorney / Board Resolution authorizing signatory

- GST Registration Certificate
- PAN, GST Registration Certificate, Trade License, PTPC
- Audited Financial Statements for last 3 years (FY 2022-23, FY 2023-24, FY 2024-25)
- Certificate of Turnover and Working capital
- Details of experience in EV retrofitting (Proof of Work Order & completion).
- Proof of kit certification (ARAI/ICAT etc.).
- Covering Letter Format. (Annexure I)
- Bidder Information Sheet. (Annexure II)
- Undertaking for acceptance of scope. (Annexure III)
- Financial Capacity of the Agency (Annexure IV)
- Technical Experience & Certification Format. (Annexure V)
- AMC / Service Centre Details (Annexure VI)
- Undertaking on Warranty & Compliance (Annexure VII)
- Self-Certification of Blacklisting duly notarized (Annexure VIII)
- Model-wise Budgetary Quote Format. (Annexure IX)
- Any additional technical brochures / product specifications.

6. Submission of Proposal

Proposals shall be submitted online through the e-tendering portal at <https://wbtenders.gov.in>. All documents must be uploaded in a duly scanned format and digitally signed by the authorized signatory of the bidder. Only electronically submitted and digitally signed documents uploaded on the portal shall be considered for evaluation.

7. Registration of Bidder:

Any bidder intending to participate in the e-tendering process must be enrolled and registered with the Government of West Bengal's e-Procurement System by visiting <https://wbtenders.gov.in>. The bidder shall access the e-Tendering portal by clicking on the relevant link available on the website and completing the required registration formalities.”

8. Digital Signature certificate (DSC):

Each bidder must obtain a Class-II or Class-III Digital Signature Certificate (DSC) from an approved service provider of the National Informatics Centre (NIC) for submission of bids, upon payment of the applicable fee. Detailed procedures for obtaining the DSC are available on the website mentioned above. The DSC is issued in the form of a USB e-Token.

Once registered and logged in using the DSC, the bidder may search for and download the EOI and Bid Documents electronically from the e-tendering portal. This shall be the sole method for accessing the Bid Documents.

9. Language of the bid

The bid prepared by the bidder and all correspondences and documents relating to the bid, exchanged between the bidder and the WBGEDCL shall be written in the English language, provided that any printed literature furnished by the bidder may be written in another language so long as the bid is accompanied by an English translation of its pertinent passages. Failure to comply with this may disqualify a bid. For purposes of interpretation of the bid, the English translation shall govern.

10. Cost of bidding

The bidder shall bear all costs associated with the preparation and submission of his bid and WBGEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

11. Pre-bid meeting

The bidder or its authorized representative is invited to attend the pre-bid meeting scheduled on the date and time specified in the NleT. The objective of the pre-bid meeting is to provide clarifications on the scope of work, bidding documents, and technical specifications, based on queries raised by the bidders at that stage. WBGEDCL, however, shall not be obligated to accept or respond to any suggestions, nor to incorporate any modifications proposed by prospective bidders.

Place of pre-bid meeting:

WBGEDCL HQ,
Bikalpa Shakti Bhavan,
J1/10, EP&GP Block, Sec-V, Salt lake,
Kolkata-700091.

12. Clarifications on bidding documents

Any prospective bidder seeking clarification on the bidding documents shall submit its queries by email to wbgedcl@rediffmail.com. WBGEDCL will review all queries and issue clarifications, as deemed appropriate, after the pre-bid meeting. All responses providing explanations without identifying the source of the queries—will be uploaded on the e-tendering portal under the Corrigendum section. These clarifications shall form an integral part of the bidding documents and must be considered by bidders while preparing their proposals.

13. General Notes:

- All submissions must be self-certified, clear and legible.
- This EOI does not constitute a commitment by WBGEDCL for any procurement.
- WBGEDCL reserves the right to accept or reject any or all EOIs without assigning any reason.
- Selected agencies may be invited for discussions as and when needed.

14. Confidentiality:

All information submitted as part of this EOI will be treated as confidential and will be used solely for the purpose of evaluating the responses and enabling WBGEDCL to finalize the Scope of Work for the forthcoming open tender. This EOI does not constitute any commitment by WBGEDCL to award a contract, nor does it entitle any participant to claim compensation for costs incurred in preparing or submitting the EOI.

15. EOI Validity

The Expression of Interest (EOI) submitted by the bidder shall remain valid for a period of 180 (one hundred eighty) days from the date of submission. WBGEDCL may request an extension of the validity period, and bidders shall have the option to accept or refuse such a request without any change in the terms and conditions of the EOI.



16. Address for Communication

The Chief Engineer
West Bengal Green Energy Development Corporation Ltd
Bikalpa Shakti Bhavan, Plot-J-1/10,
EP & GP Block, Salt Lake Electronics Complex,
Sector-V, Kolkata – 700 091
Ph: 033-2357-6361, Website: www.wbgedcl.in ,
E-mail: wbgedcl@rediffmail.com / wbgedcl2007@gmail.com


(Subir Kr Ghatak) 20.2.26
Chief Engineer

Memo.No: NRES-30/64/2025-WBGEDCL-NRES /648(i-iv)

Dated:20.02.2026

Copy forwarded to:

1. Managing Director
2. Chief-Finance & Accounts
3. Notice Board, WBGEDCL
4. Website, WBGEDCL


(Subir Kr Ghatak) 20.2.26
Chief Engineer

FORMATS



Annexure I: Covering Letter for the Proposal

(To be submitted on the Agency letterhead)

Ref:

Dated:

To,

The Chief Engineer

West Bengal Green Energy Development Corporation Ltd (WBGEDCL),

Bikalpa Shakti Bhavan,

Plot-J-1/10, EP & GP Block,

Salt Lake Electronics Complex,

Sector-V, Kolkata – 700 091

Sub: Expression of Interest (Eoi)for **SELECTION AND EMPANELMENT OF QUALIFIED AGENCIES FOR RETROFITTING OF EXISTING VEHICLES WITH APPROVED EV COVERSION TECHNOLOGIES IN INDIA.**

Dear Sir,

With reference to your Eoi document dated, I/we, having examined the Eoi document and understood its contents, hereby submit my/our Bid for the aforesaid project.

The Bid is unconditional and unqualified.

I/ We acknowledge that the Authority will be relying on the information provided in the Bid and the documents accompanying such Bid for selection of the Agency for the aforesaid project, and we certify that all information provided in the Bid and in Annexes is true and correct; nothing has been omitted which renders such information misleading; and all documents accompanying such Bid are true copies of their respective originals. This statement is made for the express purpose of our selection as an Agency for the management of the aforesaid Project.

I/ We shall make available to the Authority any additional information it may find necessary or require supplementing or authenticate the Bid.

I/ We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby waive to the fullest extent permitted by applicable law our right to challenge the same on any account whatsoever.

I/ We certify that in the last five years have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.

I/ We declare that:

- a. I/ We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the Authority;
- b. I/ We do not have any conflict of interest in accordance with the Eol document;
- c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- d. I/ We hereby certify that we have taken steps to ensure that in conformity with the provisions of the Eol document, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice and; the undertakings given by us along with the Bid in response to the Eol for the Project are true and correct as on the Bid Due Date and we shall continue to abide by them.
- e. I/ We understand that the Authority may cancel the Bidding Process at any time and that the Authority is neither bound to accept any Bid that it may receive nor to invite the Bidders to Bid for the Project, without incurring any liability to the Bidders, in accordance with the Eol document.
- f. I/ We believe that we satisfy(s) the Technical Capacity and Financial Capacity criteria and meet(s) all the requirements as specified in the Eol document and are/ is qualified to submit a bid.
- g. I/We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our

- ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community.
- h. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law.
 - i. I/We further certify that we are not barred by the Central Government/ State Government, or any entity controlled by it, from participating in any project and no bar subsists as on Bid Due Date
 - j. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the provisions of this Request for Proposal; we shall intimate the Authority of the same immediately.
 - k. I/ We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the Authority of the same immediately.
 - l. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of the Bidder, or in connection with the selection/ Bidding Process itself, in respect of the above-mentioned project and the terms and implementation thereof.
 - m. I/ We agree and undertake to abide by all the terms and conditions of the EoI document.
 - n. In witness thereof, I/we submit this Bid under and in accordance with the terms of the EoI document.
 - o. The Expression of Interest (EOI) submitted by the bidder shall remain valid for a period of 180 (one hundred eighty) days from the date of submission. WBGEDCL may request an extension of the validity period, and bidders shall have the option to accept or refuse such a request without any change in the terms and conditions of the EOI.

Yours Faithfully

Name:

Designation:

Date:

Place:

Signature & Seal of Authorized Signatory:



Annexure- II: Bidder Information Sheet

(To be submitted on the Agency letterhead)

Ref:

Dated:

| | |
|--------------------------------------------------------------------------------------------------------------------------------------|--|
| Name of the Firm | |
| Registered office | |
| Postal address | |
| Tel./Fax/e-mail | |
| Type of Firm (Work area that the firm is involved in) | |
| Details of directors, etc. | |
| Details of registration of firm / company etc. | |
| Authorized Signatory Name: Designation: Qualification: With the company since: Line of experience/ expertise: | |
| Submit the Annual Audited account details for the last three financial years | |
| Copy of PAN, GST registration, certificate should be submitted | |

Name:

Designation:

Date:

Signature & Seal of Authorized Signatory:



Annexure-III: Undertaking for Acceptance of Scope

(To be submitted on the Agency letterhead)

Ref:

Dated:

To

The Chief Engineer

West Bengal Green Energy Development Corporation Ltd (WBGEDCL),

Bikalpa Shakti Bhavan,

Plot-J-1/10, EP & GP Block,

Salt Lake Electronics Complex,

Sector-V, Kolkata – 700 091

Sub: Undertaking for Acceptance of Scope

We hereby accept all the scope of work mentioned in this EOI and provide our confirmation that we will abide by all the technical specifications mentioned in this EOI.

Name:

Designation:

Date:

Signature & Seal of Authorized Signatory:



Annexure- IV: Financial Capacity of the Agency

(To be Certified by CA Letter head)

Ref:

Dated:

| Annual turnover data | |
|--------------------------------------------|---------------|
| Year | Amount in INR |
| 2022-23 | |
| 2023-24 | |
| 2024-25 | |
| Average Annual Turnover for the last 3 FYs | |

| Working Capital | |
|-----------------|---------------|
| Year | Amount in INR |
| 2024-25 | |

Name of CA:

Membership No.

FRN:

UDIN:

Date:

Signature & Seal



Annexure- V: Technical Experience & Certification Format

(To be submitted on the Agency letterhead)

Ref:

Dated:

A. Demonstration of Experience in retrofitting

| | | |
|-----|-----------------------------------------------|--|
| 1. | Project Name: | |
| 2. | Name of Bidder: | |
| 3. | Project Location: | |
| 4. | Nos. of Vehicles Retrofitted | |
| 5. | Type of Vehicle | |
| 6. | Retrofitting Time Start Date: End Date: | |
| 7. | Detailed Narrative Description of Project: | |
| 8. | Value of Services (INR) per year: | |
| 9. | Name of Client: | |
| 10. | Client Contact Details: | |

B. Certification of Retrofit Kits (ARAI/ICAT): (Bidder to enclose certificates)

C. Details of Technical Team: (Brief profile of Technical Team members to be provided by Bidder)

Name:

Designation:

Date:

Signature & Seal of Authorized Signatory:



Annexure-VI: AMC / Service Centre Details Format

(To be submitted on the Agency letterhead)

Ref:

Dated:

1. General Information

1. Name of the Vendor / Company:

.....

2. Registered Office Address:

.....

3. Contact Person (Name & Designation):

.....

4. Mobile No. / Email ID:

.....

2. Details of After-Sales Service Support

2.1 Scope of AMC / Warranty Services Offered

(Please describe the AMC support offered for retrofitted EVs)

- Warranty Period for Retrofit Kit:
- Warranty Period for Battery Pack:
- Warranty Period for Motor & Controller:
- Warranty Period for Power Electronics (DC-DC, OBC, VCU, etc.):
- Coverage of Labour, Parts & Consumables:

3. Service Centre Details

3.1 List of Authorized Service Centres in Kolkata / West Bengal / Neighbouring States

| Sl. No. | Service Centre Location (District/City) | Complete Address | Manpower Strength (Technical) | Facilities Available (Tools, Diagnostic Equipment, HV Safety Gear) | Contact Person & Mobile |
|---------|-----------------------------------------|------------------|-------------------------------|--------------------------------------------------------------------|-------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |

I/We hereby declare that the above information is true, complete, and in accordance with the AMC and service commitments proposed for the scope of



retrofitting ICE vehicles to EVs. Any deviation or misrepresentation may lead to rejection of our proposal.

Name:

Designation:

Date:

Signature & Seal of Authorized Signatory:



Annexure- VII: Undertaking on Warranty & Compliance Format

(To be submitted on the Agency letterhead)

Ref:

Dated:

To

The Chief Engineer

West Bengal Green Energy Development Corporation Ltd (WBGEDCL),

Bikalpa Shakti Bhavan,

Plot-J-1/10, EP & GP Block,

Salt Lake Electronics Complex,

Sector-V, Kolkata – 700 091

Sub: Undertaking on Warranty & Compliance

We hereby certify that we have maintained all technical specifications required in this EOI and have all the equipment under the required warranty period as mentioned.

All equipment and components offered comply with the **technical specifications, standards, and certifications** specified in the EOI.

All supplied products are **new, unused, and of latest production**, conforming to applicable national/international standards (e.g., BIS/IEC/ISO, etc.).

We comply with all statutory, regulatory, safety and environmental requirements applicable under Indian law.

Name:

Designation:

Date:

Signature & Seal of Authorized Signatory:



Annexure- VIII: Self – Certification on Non-Blacklisting

(To be submitted on the Agency letterhead-notarized affidavit)

Ref:

Dated:

To

The Chief Engineer

West Bengal Green Energy Development Corporation Ltd (WBGEDCL),

Bikalpa Shakti Bhavan,

Plot-J-1/10, EP & GP Block,

Salt Lake Electronics Complex,

Sector-V, Kolkata – 700 091

Sub: Undertaking on non-blacklisting

We hereby certify that our agency has not been debarred/ blacklisted/ defaulted by any Government, agency, Public Sector Undertaking (PSU), institution/ autonomous organizations as on the date of submission of this proposal.

Name:

Designation:

Date:

Signature & Seal of Authorized Signatory:



Annexure- IX: Tentative Budgetary Quote Format

(To be submitted on the Agency letterhead)

Ref:

Dated:

To

The Chief Engineer

West Bengal Green Energy Development Corporation Ltd (WBGEDCL),

Bikalpa Shakti Bhavan,

Plot-J-1/10, EP & GP Block,

Salt Lake Electronics Complex,

Sector-V, Kolkata – 700 091

Sub: Budgetary Quotation

| Sl. No. | Vehicle Category / Model | Retrofitting Time (days) | Estimated Range (km /charge) | Charging Time | *Total Retrofitting Cost (INR) |
|---------|--------------------------|--------------------------|------------------------------|---------------|--------------------------------|
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**cost quoted must be inclusive of all works defined in the Scope of Work including GST and Transportation as may be applicable.*

****Elaborated cost sheet is annexed.**

Signature & Seal of Authorized Signatory

Name:

Designation:

Organization:

Date:

| Description | Model /rate in Rs. | | | | | |
|--------------------------------------------------------------------------------------------------------|--------------------|---------|---------|---------|---------|---------|
| | Model-1 | Model-2 | Model-3 | Model-4 | Model-5 | Model-n |
| Vehicle Assessment & Pre-Retrofit Inspection | | | | | | |
| Removal of ICE Components | | | | | | |
| Supply of Retrofit Kit (MoRTH-Approved)-Charging system | | | | | | |
| Supply of Retrofit Kit (MoRTH-Approved)-Safety & Protection | | | | | | |
| Supply of Retrofit Kit (MoRTH-Approved)-Battery system | | | | | | |
| Supply of Retrofit Kit (MoRTH-Approved)-Electric Powertrain | | | | | | |
| Mechanical Integration & Re-Engineering | | | | | | |
| Electrical Integration | | | | | | |
| Software Configuration & System Testing | | | | | | |
| Post-Retrofit Testing, Validation & Certification | | | | | | |
| Total Cost (Rs): | | | | | | |
| After-Sales Service & Maintenance Support after completion of warranty obligation. This rate not to be | | | | | | |



| | | | | | | |
|--------------------------------------------------------------------|--|--|--|--|--|--|
| included in the total amount of BOQ. | | | | | | |
| If any other costing is involved, than mention the same and quote. | | | | | | |

Annexure A: Detailed Technical Scope of Work

A. Vehicle Assessment & Pre-Retrofit Inspection

- Conduct detailed pre-retrofit diagnostic of each ICE car.
- Assess structural condition, chassis integrity, steering, suspension, braking system, and electricals.
- Identify components that require replacement/repair prior to conversion.
- Prepare vehicle-wise Retrofit Feasibility Report.
- Submit pre-retrofit checklist to the client for approval.

B. Removal of ICE Components

The agency shall safely remove and appropriately dispose or hand over:

- Internal combustion engine
- Fuel tank and fuel lines
- Exhaust system
- Radiator and coolant system
- Alternator
- Related mechanical components

All dismantling must follow:

- Environmental safety norms
- Waste disposal regulations

C. Supply of Retrofit Kit (MoRTH-Approved)

Provide and install a certified EV conversion kit including:

a. Electric Powertrain

- Electric traction motor (PMSM/BLDC/AC induction)
- Controller/inverter
- Gearbox/adaptor assembly

b. Battery System

- AIS-approved lithium battery pack (LFP/NMC)
- Battery Management System (BMS)
- Battery mounting structure with crash protection
- Battery thermal management (passive/active cooling)

c. Charging System

- On-board charger

- Standard charging inlet (Type-2/Bharat AC001)
- DC fast-charging support (if applicable)

d. Safety & Protection

- High-voltage wiring harness
- Isolation and grounding
- Fuses/relays/contactors
- Emergency cut-off switch
- Fire-retardant enclosures

Vendor must provide **kW rating, efficiency, IP rating, and warranty** details.

D. Mechanical Integration & Re-Engineering

- Fabricate and install battery mounting frames following AIS-123 crash load guidelines.
- Integrate motor with existing transmission or provide direct-drive configuration.
- Re-calibrate braking and suspension load distribution.
- Reinforce chassis where required.
- Ensure weight distribution meets CMVR requirements.

E. Electrical Integration

- Install high-voltage system as per EV safety standards.
- Integrate 12V auxiliary system, DC-DC converter, and vehicle control unit (VCU).
- Rewire dashboard indicators and add:
 - SOC meter
 - Motor status
 - Fault codes
 - Charge status indicator

F. Software Configuration & System Testing

- Configure BMS, motor controller, and vehicle control unit.
- Test battery charging/discharging behavior.
- Validate motor torque, speed, and efficiency parameters.
- Integrate telematics / GPS (optional).

G. Post-Retrofit Testing, Validation & Certification

The agency must conduct:

- Functional testing
- High-voltage isolation test
- Brake test
- Regenerative braking test
- Noise and vibration analysis
- Range and performance validation

Vendor must coordinate with approved agencies (ARAI/ICAT/VRDE) for:

- **Type approval (if needed)**
- **Retrofit homologation**
- **RTO endorsement support**

All documentation must conform to CMVR/AIS-123 norms.

H. Handover of Converted EV

- Deliver vehicle with all EV components installed and tested.
- Provide Owner's Manual for retrofitted EV.
- Provide warranty documents:
 - Battery warranty (minimum 3–5 years)
 - Motor & controller warranty
 - Retrofit kit warranty

Mandatory Deliverables

- Retrofit Completion Report
- Test Report & Safety Certificate
- Vehicle Registration endorsement documents
- Charging cable and manual

I. Training & Capacity Building

The agency must train:

- Drivers on EV operation
- Maintenance staff on basic troubleshooting
- Client team on safety protocols
- Provide training material (printed/digital)

J. After-Sales Service & Maintenance Support

- Provide on-site/center-based repair and service support.
- Provide AMC options including preventive maintenance.

- Ensure availability of spares for minimum 5 years.
- Provide service response timelines.

K. Documentation, Reporting & MIS

- Pre-retrofit inspection reports
- Retrofit photographs and video documentation
- Component serial number tracking
- Monthly progress reports
- Digital records of converted vehicles

L. Compliance with Safety, Environmental & Regulatory Norms

Vendor must comply with:

- MoRTH retrofit guidelines
- CMVR norms
- AIS-123 (Part 1 & 2) standards
- Battery waste management rules
- Worker safety guidelines

M. Warranty Obligations

- Battery: minimum 3–5 years / 80,000–1,00,000 km
- Motor and power electronics: minimum 2 years
- Retrofit workmanship: minimum 1 year
- Availability of technical support throughout warranty period

End of Document