



QIN: U74140WB1981SGC025037

**THE WEST BENGAL SMALL INDUSTRIES
DEVELOPMENT CORPORATION LIMITED**

A Government of West Bengal Undertaking

"SHILPA BHAVAN"

31, Black Burn Lane,
Kolkata – 700 012

DESPATCH

Phone No. : (033) – 2236 6769

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Memo No.SB2/0420/2025-26

Dated:- 23/09/2025

NOTICE INVITING ELECTRONIC TENDER No. 21 OF 2025-26 (IT) OF THE WBSIDC LTD.

- ❖ The Executive Director, WBSIDC LTD, invites *e-tender* for the work detailed in the table below which are to be executed through Infra Division of WBSIDC Ltd.: -

Sl. No.	Name of the Work	Estimated Amount (Rs.)	Earnest Money (Rs.)	Price of Technical & Financial Bid documents and others Annexure with GST	Period of Completion	Eligibility of Contractor
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Engagement of agency for scanning & digitization of documents. (3 rd Call)	Rate to be Quoted per page with taxes.	Rs. 10000.00	Rs. 118.00	To see TIMELINES FOR DELIVERABLES as mentioned in the Notice	Resourceful Outside Bidder (Eligibility Criteria as per Sl. No 'C' Mentioned below)

A. INTRODUCTION AND OVERVIEW

The West Bengal Small Industries Development Corporation Ltd. (W.B.S.I.D.C. Ltd.) was established in the year 1961 under the aegis of Micro, Small, Medium Enterprises & Textiles (MSME&T) Department (the then C&SSI Department) with the sole objective of promotion and growth of Micro, Small & Medium Enterprises throughout the state by providing infrastructure, catering scarce raw materials and also by extending marketing support to the MSMEs having low investment capacities but high potentiality in respect of employment generation. Thus, over the years, the W.B.S.I.D.C. Ltd. has been grown as a trusted friend and guide to the MSMEs and playing a significant and pivotal role in socio-economic development through employment generation.

During the years, the W.B.S.I.D.C. Ltd. has developed 54 (fifty-four) nos. of industrial and commercial estate widely scattered all over the state. All the estates have been developed in prime location wherein land and sheds for setting up of industries has been allotted at subsidized rates with all modern infrastructural facilities. This has helped a large number of MSMEs towards industrial growth as well as originated extensive employment to enrich the state economy.

B. 1) OBJECTIVES FOR SCANNING AND DIGITIZATION OF DOCUMENTS

The e-Office is a very relevant and important project of WBSIDC Ltd., a Govt. of West Bengal Undertaking under the direct control of MSME&T Department. It is aimed to conduct the office procedures electronically for a simplified, responsive, effective and transparent working in its offices. WBSIDCL is also in the process of implementing the same at its office for: • Establishing a paperless environment in its office • Transforming the existing manual, paper driven processes in to electronic workflow To implement the same, Bids are invited from eligible bidders for providing Scanning and Digitization Services to the Purchaser. The scope of the project envisages all services related to Scanning and Digitization as detailed incorporated in Scope of Work of the RFP document. WBSIDCL's scanning and digitization service offers a turnkey solution to digitize the documents, maps, records, bulletins, brochures, books etc. bringing onsite setup for scanning, digitization, archival and retrieval of scanned documents. The scanning and digitization infrastructure setup will be at the user department. • Scanning and Digitization: The documents will be scanned and digitized and the soft copy of the data would be handed over to the user i.e. WBSIDCL. • Archival and Retrieval: Digitized data is indexed and cataloged as per the metadata requirements of the WBSIDC Ltd.

It is always imperative for any organization to meet accepted standards for managing its large official records. These standards are designed to ensure that electronic images of paper source documents, where the image is intended to replace the original as the official record, are captured in a way that ensures their reliability, authenticity, and usability over their entire retention period and that allows the images, or copies produced from the images, to be authenticated as true copies of the originals and to be admissible as evidence in legal proceedings. WBSIDCL hopes to achieve the following by scanning and digitizing documents for various departments across the country:

• **Less Storage space for preserving the documents** • **Reduction in overall Searching time.** • **Increase in productivity of processes and office personnel** • **Availability of the document for sending over email** • **Reduced turnaround time of processes** • **Increase control over all the important digitized documents by restricting access.**

Note: In the event of e-filing intending bidder may download the tender document from the website, <https://wbtennders.gov.in/> directly by the help of Digital Signature Certificate & necessary **Earnest Money** & cost of **Tender Documents**.

Necessary Earnest Money will be deposited by the bidder electronically: online through his net banking enabled bank account, maintained at any bank **or** offline through any bank by generating NEFT/RTGS Challan from the e-tendering portal. Intending Bidder will get the Beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the **EMD** from their respective bank as per the Beneficiary Name and Account No., Amount, Beneficiary Bank Name (ICICI) and IFSC Code and also e-procurement Ref. No

2. PAYMENT PROCEDURE:**a. Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:**

- i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway;
- ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.

- iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government/PSU/Autonomous Body/local Body/PRIs, etc. maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.,
- v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b. Payment Through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expire of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government/PSU/Autonomous Body/Local Body/RIs etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

c. Refund / Settlement Process:

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidder, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date of which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L1 and L2 bidders will be refunded, through an automated process, to the respective bidder's bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on

rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L2 bidder should not be rejected till the LOI process is successful.

- iv. If the L1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L2 bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L1 bidders uploaded to the e-Procurement portal by the tender inviting authority.
- v. As soon as the L1 bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
 - a) EMD of the L1 bidder will automatically get transferred from the pooling account to the account of **THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.** along with the bank particulars of the L1 bidder.
 - b) EMD of the L1 bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/ PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L1 bidder. In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. Once the EMD of the L1 bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the account of **THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.**
- vii. All refunds will be made mandatorily to the Bank A/C from which the payments of EMD & Tender Fees (if any) were initiated.

C. ELIGIBILITY CRITERIA

The average annual turnover of the Bidder for past three years (2024-25, 2023-24, and 2022-23) should be at least equal to 30% of the estimated tender price.

The bidder should have been in the business of providing Scanning and Data Processing Services for a minimum of 3 years.

During past three years (2024-25, 2023-24, and 2022-23), the bidder should have satisfactorily completed the similar contracts for either of the following: a) A single contract for a value of at 80% of the Tender Price; or b) Two contracts each for a value of 50% of the Tender Price; or c) Three contracts each for a value of 40% of the Tender Price

- a. **N.B.: - Completion certificate should contain a) Name of work, (b) Name & address of Client, (c) Amount put to tender, (d) Date of commencement of work (e) Date of completion of work.**
- b. An undertaking should be given stating thereby that the Firm has not been debarred or penalized for any reasons out of work by any Government Department.

- c. The Bidder shall have to submit the scan copy of following information in non statutory cover. The hard copy of the document shall have also to be submitted physically to the Executive Director, WBSIDC Ltd. Shilpa Bhavan, (2nd Floor) 31, Black Burn Lane Kol-12 under sealed covered as an when desired by the authority.
- i) Name, ii) Permanent Address and Address for communication, iii) Contact Mobile no, iv) e-mail ID
- d. Subletting of contract is strictly prohibited.
- e. Pan Card, Current Professional Tax receipts Challan, Current GSTIN registration Certificate along with current GST payment receipt to be accompanied with the Technical Bid document. Income Tax (Sara) Acknowledgement Receipt for last 3 (three) assessment year to be submitted. [Non Statutory Documents].
- f. In case of Proprietorship, Partnership Firms and The Company Tax Audit Report in 3CD Form are to be furnished along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account in favour of applicant. No other name along with applicant name, in such enclosure will be entertained. (Non-Statutory documents).
- g. Declaration regarding Structure and Organization duly signed by the applicant to be submitted along with application.
- h. Where there is a discrepancy between the unit rate & the line-item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Where there is a discrepancy between the rate in figures & words the rate in words will govern.
- i. The Bid should be submitted in two parts in two separate sealed covers digitally super scribing “TECHNICAL BID” and “FINANCIAL BID”. FINANCIAL bid of only those bidders shall be opened who are technically qualified on evaluation according to the predefined qualification criteria as mentioned in this N.I.E.T. by the ‘Competent Authority’ formed for the purpose. The decision of the ‘Competent Authority’ will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the Notice Board of this office on the scheduled date and time as mentioned e-NIT.
- ii. **Adjustment of Price (increase or decrease):** - No escalation of cost will be allowed even in extension period of time, if granted by WBSIDC.
- iii. **No Mobilisation Advance and Secured Advance** will be allowed.
- iv. Statutory addition / and or deduction will be made for all other taxes from the progressive bills whether Running Accounts or final Bills as the case may be as per Govt. Rules and Regulation.
- v. **Bids shall remain valid** for a period not less than 180 (One Hundred and Eighty) days after the dead line date for Financial Bid/ Sealed Bid submission. Bid valid for a shorter period shall be rejected by the ‘Competent Authority’ as non-responsive.
- vi. Rate to be quoted per page for scanning & digitization of documents in the Online **BOQ** only.

D. SCOPE OF WORK:

It is felt necessary by the authority of the WBSIDC Ltd. to scan and digitize the most important documents (main extract) of any file relating to the allottees housed in different Industrial / Commercial Estate. Accordingly, it is decided that as of now the following documents would be scanned and be digitised from the files of allottees.

- I. Application for Allotment
- II. Provisional & Formal Offer Letter
- III. Payment Details (Forwarding letter submitted by the allottee and payment voucher)
- IV. Lease Agreement
- V. Possession Certificate (Provisional & Final)
- VI. In case of Partnership Firm – Partnership Deed
- VII. In case of Pvt. Ltd. Company – MOA & MGT-7 or Form-32 & Form-20B
- VIII. Re-constitution of Deed, if any.
- IX. Rectification Deed / Deed of Declaration, if any.
- X. Approval of WBSIDCL against its any kind of services if any
- XI. Renewal of lease deed, if any.
- XII. Documents of Eviction & Subsequent Resumption if any
- XIII. Order of Appellate Authority in connection with eviction, if any.
- XIV. Refund Voucher if the unit surrendered and get refund
- XV. In case of Transfer of lease or subsequent fresh allotment after eviction, point no. i to xiv should be followed
- XVI. Any other works as may be assigned by the WBSIDCL relating to the above scope of services.

There will be 1000 files from which the above said documents need to be scanned and digitised and the bidders have to quote per page basis rate for 1000 files.

During the procedure, the vendor shall have to do the following which is also the part of this “Scope of Work”

Setup of scanning and digitization facility at the End User Department’s office

Setup of scanning and digitization facility at the End User Department’s office. • The vendor will setup and install the setup as per the requirement of the type and number of documents • The vendor will be required to setup and install at least the following infrastructure (but not limited to) in adequate numbers at the End User Department’s office: Desktops Scanners Network setup UPS • The vendor should provide enough equipment so as to complete the scanning and digitization in the limited time provided by the end user department. Delay in the completion of work will attract penalty to the vendor. • The vendor shall make arrangements for maintenance of IT infrastructure (Scanners, Desktops, UPS, Network setup, etc.) installed at his own cost and make sure the work shall not be stopped on the ground.

Pre-scanning preparation

Pre-processing of document would be the activities that are to be performed by the vendor on the documents collected before they can be scanned. It shall include (but is not limited to): •

Records would be scanned and digitized at the department premises and the vendor shall be responsible for collecting them from different units of the department to carry out the digitization work. The documents would be received in lots as agreed mutually between the vendor and the department. The vendor shall provide sign-off on number of documents received from the department. • The vendor shall maintain a note of the document details in a register while collecting these documents. The log register should contain at least the following details: Name of the document collected , Size of the pages in document (A4, legal, A3, etc.) along with the count , Total number of pages in the document Collected from (Government Official) , Date of Collection , Actual date of return • After collection of documents by the vendor, it would be the responsibility of the vendor to maintain and return the documents in their original form to the End User Department. • Any damage to the documents collected shall make the vendor liable for the same. • The vendor shall be responsible for removal of unwanted dust, removal of tags, pins, threads, rubber bands etc and sorting & numbering of pages in the document file in the correct order. • The vendor will carefully unfold and flatten the documents to eliminate creases and wrinkles • The vendor shall take special care in preparing the documents which are too old and that may not be in good physical condition and as very delicate they may not be directly scanned. This may include (but not limited to) pasting of torn pages, straightening of pages, un-binding of files that cannot be scanned directly. Some documents which are folded at the edges may even require ironing to straighten them. Documents should be prepared such that normal scanner can scan it. • The vendor shall take extreme care towards handling of documents so that their chronology is not disturbed or to maintain the sequence of records in the files. For example, multi-page documents that must be kept together (e.g., a letter with an attachment)

Scanning & Digitization:

- The size and scanning needs may vary as per the requirement of the End User Department. • The scanned documents shall be converted into PDF or other standard formats as per the requirement of the end user department. Scanning of Green sheets and Correspondences would be done separately and stored in a folder. All the pages of a single file have to be stitched together to generate an exact replica of the physical file. Scanned Green sheets would be stitched into a single PDF File separately and Correspondence files would be scanned separately into a single PDF File or other standard formats as per the requirement of the end user department. • The vendor will be responsible for quality assurance and will go through all documents to see if they are complete and legible. The vendor will undertake Quality Assurance processes for all aspects of processing and post-processing of records including image capture, indexing, storage and return. The vendor's staff will perform quality control to ensure that each page is fully rendered, properly aligned, and free of aliasing/ distortions. Inspection and quality control data shall always be recorded on the worksheet accompanying each volume. When necessary (e.g., poor image capture of an illustration), the staff will re-scan from the original text and insert the image(s) into the proper image file sequence. • The vendor shall perform following image enhancement activities: a. The vendor shall ensure that the quality of scanned images are enhance to the optimum level b. The vendor shall perform skew, de-skew activities on the scanned document to make the c. image straight d. The vendor shall carry out cropping and cleaning of images like removal of black noises around the text, providing equal margins around the text e. In case the documents are not legible, the vendor

shall scan the documents at a higher resolution or in Grayscale. No extra payment shall be made for the same. f. No document shall be scanned more than once and no blank pages shall be deleted if they are part of file. The blank page in a file is a page that is entirely blank, or has only page number, or has only rubber stamp. • The vendor will deploy its own human resources for all the above-mentioned activities. The vendor will deploy adequately skilled manpower resources to complete the job within the specified time.

Indexing and cataloging

• After documents/images are scanned and stored in digital form, they would be indexed using manual entry. • The vendor will establish procedure for checking the accuracy of indexing and making necessary corrections as accurate indexing is required for efficient retrieval of digital documents from digital storage media. • Once all documents are verified and pass vendor's quality assurance phase, they will be stored on final digital media of the client's preference, complete with their indexes.

Post Scanning & Storage with Back-up

At the end of the process all paper documents will be returned in their original form to the department: • After scanning, the physical document would be pinned together/ tagged in the same form as it was given for scanning by the individual units of any department. At the end of the process all paper documents will be returned in their original form to the department. • Each page shall be serially arranged and shall be counted while giving the documents back to the department • The vendor is required to use their own MIS tool to generate fortnightly reports for tracking the digitization status. These reports would contain basically summary of records scanned and stored. The release of payments is linked to fortnightly submission of these reports and the status of work to the End User Department and subsequent receipt of sign-offs. • Nomenclature of the digitized file should be in accordance with the e-Gov standard and should be discussed with the End User Department. • Copies of the scanned data (and metadata) shall be provided in DVD by the Vendor. The Vendor will create a Master copy for the End User Department and will provide the replica of Master copy as per the requirement of the End User Department. • Vendor shall use standard methodology for Scanning & digitization and archiving so that in future, any service provider can access the archival database. • Vendor shall train the respective users on retrieving the records after file conversion.

E. TIMELINES FOR DELIVERABLES

The entire work shall have to be completed within 31st January, 2026 positively.

F. SCHEDULE OF PAYMENT

SL.NO	MILESTONE	PAYMENT PERCENTAGE (IN
1	50% of the scanning and digitization work including scanning indexing and cataloging	50% of the quoted amount

	and storage on the DVD for first 50% The bidder needs to present the phase completion certificate from the client defining the quality percentage and time taken to complete the assignment	
2	100% of the scanning and digitization work including scanning indexing and cataloging and storage on the DVD rest 50%. The bidder needs to present the phase completion certificate from the client defining the quality percentage and time taken to complete the assignment	Rest 50% of the quoted amount

G. IMPORTANT INFORMATION: -**A. (Date & Time Schedule)**

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIET Documents online (Publishing Date)	23/09/2025 up to 06:00 PM
2	Start Date of sale /download of Tender Documents (online) for Work of Sl. 1	24/09/2025 from 10:00AM
3	End Date of Sale /Download of Tender Documents in case of work of Sl. 1	29/10/2025 up to 2:00 PM
5.	Bid submission start date (online) for Work of Sl. 1	24/09/2025 from 10:00AM
6.	Bid submission closing date (online) in case of work of Sl. 1	29/10/2025 up to 2:00 PM
8.	Date of opening of Technical Proposals (online) in case of work of Sl.1	30/10/2025 at 2:00 PM
10.	Date of uploading list for Technically Qualified Bidder(online)	Will be informed later on
11.	Date of opening of Financial Proposals (Online)	Will be informed later on
12.	Date of uploading the list of bidders along with their rates through online, also if necessary for further negotiation through offline for final rate.	Will be informed later on

A. Location of critical events:

Bid Opening: The Executive Director
The West Bengal Small Industries Development Corporation Ltd.
“Shilpa Bhavan”,
31, Black Burn Lane, Kolkata – 700 012

Contact No: a) 9830143139 (System Administrator), b) 9163970236 (OC (Establishment))

- B.** The Executive Director, WBSIDC Ltd. reserves the right to accept or reject any or all offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by any Bidder at the stage of Bidding.
- C.** Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' before bidding.
- D. The intending bidders are required to quote the rate online only. No offline tender will be entertained.**
- E.** During scrutiny, if it is come to the notice of Competent Authority that the credential or any other papers found incorrect/manufactured/fabricated, that tenderer will not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice. Beside the WBSIDC may take appropriate Legal Action against such defaulting tender.
- F.** In case if there be any objection regarding Prequalifying the Agency that should be lodged to the Competent Authority of WBSIDCL within 2(Two) days from the date of publication of list of qualified Agency and beyond that time schedule no objection will be entertained by the Competent Authority of WBSIDCL.
- G.** Before issuance of the work order, the Competent Authority of WBSIDCL may verify the credential & other documents of the lowest bidder if found necessary. After verification, if it is found that such documents submitted by the lowest Bidder/ Bidders is either manufactured or false in that case, work order will not be issued in favour of the tenderer under any circumstances.
- H.** If any discrepancy arises between two similar clauses on different notifications, the clause as stated in later notification will supersede former one in following sequence: -
 - a. NIET
 - b. Technical bid
 - c. Financial bid
- I.** Intending tenderers are required to submit online attested/self-attested photocopies of valid enlistment renewal certificate, valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card, Trade License from the respective Municipality, Panchayet etc. (in case of S & P Contractors only), [Non statutory documents].
- J.** If the dates fall on holidays or on days of bandh or natural calamity, the dates defer to next working days.
- K.** No **CONDITIONAL/ INCOMPLETE TENDER/PROPOSAL** will be accepted under any circumstances.
- L.** At any time prior to the deadline for submission of Proposal, the Authority may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the NIET document by issuance of Addendum / Amendment, by conveying the same to the applicants by fax or e-mail or by posting on the website and the amendments will be binding on all applications. In order to afford the Applicants a

reasonable time for taking an amendment into account, or for any other reason, the Authority may, in its sole discretion, extend the date for submission of bid.

M. The Executive Director, WBSIDC Ltd. reserves the right to cancel the e-NIT due to unavoidable circumstances and no claim in this respect will be entertained.

N. All bidders are requested to be present either personally or through their authorized representatives in the chamber of the Executive Director, WBSIDC Ltd. during opening of the BID, to observe the tender opening procedure.

H. RIGHT TO REJECT ANY OR ALL PROPOSALS

The Authority reserves the right to accept or reject any or all Proposal and to annul the Selection Process at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. If such disqualification / rejection occurs after the Proposals have been opened and the L1 Applicant gets disqualified / rejected, then the Authority reserves the right to consider the L2 Applicant, or take any other measure as may be deemed fit in the sole discretion of the Authority, including annulment of the Selection Process.

I. Successful tenderers will be required to observe the following conditions strictly:

- a) Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees State Insurance Act, 1948 should be strictly adhered to wherever such Acts become applicable.
- b) Minimum wages to the workers shall be paid according to the rates notified and/or revised by the State Government from time to time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made.
- c) All liabilities arising out of engagement of workers are duly met before submission of bills for payment. If there is any violation of any or all the relevant above criteria during execution of the job, it will render the concerned agencies ineligible for the work then and there or at any subsequent stage as may be found convenient.

I. ADDRESS OF COMMUNICATION

Managing Director
West Bengal Small Industries Development Corporation Ltd.
Shilpa Bhavan, 31, Black Burn Lane, Kolkata – 700012

Nodal Officer: Amal Saha
OC(Establishment), WBSIDC
Mobile : 9163970236
Email : amal.saha@wbsidcl.in

Special Notes: -

- Timelines and adherence to schedules are important aspects of the assignment.
- Rates shall be quoted of all expenses including travel expenses, Boarding and Lodging expenses, Stationeries and all the incidentals.
- Only taxes, as applicable shall be paid extra.
- In your financial bid you have to agree to all the terms and conditions, payment schedules and deliverables as mentioned in our request letter for submission of financial bids. Conditional bids will not be accepted.

INSTRUCTION TO BIDDERS

SECTION – A

General guidance for e-Tendering Instructions/ Guidelines for tenders for electronic submission of the tenders online has been annexed for assisting the contractors to participate in e-Tendering.

1. Registration of Bidder

Any Bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://wbttenders.gov.in> (the web portal of e-tendering). The Bidder is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC)

Each Bidder is required to obtain a Digital Signature Certificate (DSC) for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount details are available at the Web Site stated in Clause-2 of Guideline to Bidder DSC is given as a USB e- Token.

3. The Bidder can search & download e- NIT & Tender Documents electronically from computer once he logs on to the website mentioned in Clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

4. Submission of Bids

General process of submission: Tenders are to be submitted through online to the website stated in Cl.2 in two folders at a time for each work, one in Technical Proposal & the other in Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC) The documents are to be uploaded (virus scanned copy) duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal should contain scanned copies of the following further two covers (folders).

A1. Statutory Cover Containing

- i. RTGS/NEFT towards cost of tender documents as prescribed in the e-NIT, against the serial of work as applied for concerned with the Work.
- ii. RTGS/NEFT towards earnest money (EMD) prescribed in the e-NIT, against the serial of work as applied for concerned with the Work.
- iii. ***(Download & upload the same Digitally Signed except quoting rate, quoting rate will be only encrypted in the B.O.Q. under Financial Bid.***

A2 Non statutory Cover Containing

- i. Valid Professional Tax (PT) deposit receipt challan for the current year, Pan Card, IT return for the last 3 (three) Assessment Year, GSTIN Registration/ clearance Certificate, Current GST payment receipt. Balance Sheet (FY 2023-24, 2022-23, 2021-22).
- ii. Registration Certificate under Company Act (if any).
- iii. Registered Deed of partnership Firm/ Article of Association & Memorandum
- iv. Power of Attorney (For Partnership Firm/ Private Limited Company, if any)
- v. Tax Audited Report in 3 Cd Form along with Balance Sheet & Profit & Loss A/c for the last three years (year just preceding the current Financial Year will be considered as year – I)
- vi. Clearance Certificate for the Current Year issued by the Assistant Register of Co-Op(S) (ARCS) bye laws are to be submitted by the Registered labour Co-Op(S) Engineers' Co.-Opt.(S)
- vii. List of Technical staffs along with them authentically to menials & appointment letter other supporting documents of any.
- viii. Affidavits (Ref: - format shown in section B, Annexure “X”)
- ix. Credential for completion of at least one similar nature of work under the authority of state/ central Govt. undertaking statutory bodies constituted under the statute of the state/ state Govt. having a magnitude of **40 (Forty) percent in one job in case of work of Sl. 1** prior to the date of issue of this e-NIT is to be furnished.

Note: - Failure of submission of any of the above mentioned documents in specified cover as above in (A1, i.e., Statutory cover and A2, i.e., Non-statutory cover) and also non submission of document in proper perspective, the tender will be liable to summarily rejected .

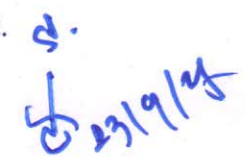
B. Financial proposal

- i. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the Bidder is to quote the rate in online through computer in the space market for quoting rate in the BOQ.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

The audited Balance sheet for the last three years, net worth bid capacity etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.

J. AWARD OF CONTRACT

- i. The WBSIDC reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the prior to the Award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.
- ii. The Bidder who's Bid has been accepted will be notified by the Competent Authority through acceptance letter.
- iii. The notification of award will constitute the formation of the Contract.


Marketing Manager

Memo No.: SB2/0420/1(1)/2025-26

Dated: 23/09/2025

Copy forwarded to the PRO for information with the request for circulation of the NIT widely as per norms through advertisement in the renowned/ widely circulated News Papers along with one No. C.D. for incorporation in the respective Website.


Marketing Manager

Memo No.: SB2/0420/1(1)/2025-26

Dated: 23/09/2025

Abridged Copy forwarded for information and wide circulation through his office NOTICE BOARD.

1. The Principal Secretary, Department of MSME & T, Hemanta Bhavan, 4th floor, 12, BBD Bag (East) Kolkata-700001
2. The Director, Micro Small and Medium Enterprise, Govt. of West Bengal, 1, Kiran Sankar Roy Road, Kolkata-700001
3. The Chief Financial Officer, The WBSIDC LTD. Kolkata – 12
4. Estate Manager, The WBSIDC LTD. Kolkata – 12
5. The Executive Engineer, The WBSIDC LTD. Kolkata – 12
6. P.A to the Hon'ble Chairman, The WBSIDC LTD. Kolkata – 12
7. P.A to the Managing Director, The WBSIDC LTD. Kolkata – 12
8. P.A to the Executive Director, The WBSIDC LTD. Kolkata – 12
9. The Accountant, Engineering Division, The WBSIDC LTD. Kolkata – 12
10. Estimating Section, Engineering Division, The WBSIDC LTD. Kolkata – 12
11. Notice Board, Shilpa Bhavan, 2nd floor, The WBSIDC LTD. Kolkata – 12
12. Office Copy.


Marketing Manager

SECTION – B
Form – II
FINANCIAL STATEMENT

B.1 Name of Applicant :

B.2 Summary of assets and liabilities on the basis of the audited financial statement of the last five financial years.
 (Attach copies of the audited financial statement of the last five financial years)

	Year (Rs. In lakh)	Year (Rs. In lakh)	Year (Rs. In lakh)
a) Current Assets : (It should not include investment in any other firm)			
b) Current liabilities : (It should include bank over draft)			
c) Working capital : (a) – (b)			
d) Net worth : (Proprietors Capital or Partners Capital or Paid up Capital + Resource & surplus)			
e) Bank loan/ Guarantee : (As per clause G.2. with all sub clauses)			

Signature of applicant including title
 and capacity in which application is made.

Annexure- 'X'
Affidavit

(To be furnished in Non – Judicial Stamp paper of appropriate value duly notarized)

Ref : NIET NO : 21 of 2025-26 (IT)

1. I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection / claim will be raised by the under signed.
2. The under signed also hereby certifies that neither our firm nor any of constituent partner had been debarred to participate in tender.
3. The under signed would authorize and request any bank, person, firm or Corporation to Furnish pertinent information as deemed necessary and / or as request by the department to verify this statement.
4. The under-signed understood that further qualifying information may be requested and agrees to furnish any such information at the request of the department.
5. Certified that I have applied in the tender in the capacity of individual / as a partner of a firm & I have not applied severally for the same job.

Signed by an authorized officer of the firm
Title of the Officer
Name of the firm with Seal
Date:

SECTION – B
FORM- IV

STRUCTURE AND ORGANISATION

A.1 Name of applicant :

A.2 Office Address :

Telephone No. :

Fax No. :

E-mail :

A.3 Name and address of Bankers :

A.4 Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data. :

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation,

Signature of applicant including title
and capacity in which application is made.