

THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

"SHILPA BHAVAN", 31, BLACK BURN LANE, KOLKATA – 700012.

Website: www.wbsidcl.in Email: info@wbsidcl.in

Memo No.: SB2/28/15/2026-27

Dated: 25/08/2026

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

RFP No: WBSIDCL/EE/RFP/2026-27/01

CIN: U74140WB1961SGC025037

Request For Proposal (RFP) For Empanelment of Surveyor Agencies for Topographical Survey, Land Demarcation & allied works in Industrial/Commercial Parks of WBSIDCL.

1) ABOUT WBSIDCL

The West Bengal Small Industries Development Corporation Ltd. (WBSIDCL) was established in 1961 under the aegis of the Micro, Small, Medium Enterprises & Textiles Department (MSME&T), Government of West Bengal.

The Corporation was set up with the sole objective of promoting the growth of Micro, Small and Medium Enterprises across the state. Its focus has been to support entrepreneurs with low investment capacity but high potential for employment generation by providing necessary infrastructure and marketing assistance.

Over the years, WBSIDCL has emerged as a trusted friend and guide to MSMEs and has played a significant role in socio-economic development through revenue and employment generation. To fulfill its mandate, WBSIDCL has developed more than 65 Industrial and Commercial Parks spread across the state in prime locations.

In these parks, land and sheds are allotted to entrepreneurs with modern infrastructural facilities. This has enabled a large number of MSMEs to set up and expand their units, leading to considerable industrial growth and employment opportunities.

The Corporation also provides marketing support to MSME units and facilitates their participation in government procurement. Additionally, it extends services such as consultancy, technology up-gradation, workshops, quality control assurance, and assistance in arranging bank finance.

Its vision is the overall promotion and growth of MSMEs in West Bengal through infrastructure support and market linkages. Its mission includes allotment of land, seamless management of industrial estates, handholding support for setting up industrial parks, and acting as an agency for infrastructure creation up to the grass root level on behalf of the MSME&T Department.

2) OBJECTIVE OF THE RFP

WBSIDCL manages numerous land parcels, greenfield sites, and developed industrial/commercial parks. The primary objective of this RFP is to create a ready pool of pre-qualified, technically proficient, and empanelled Surveyor Agencies.

This empanelment will enable WBSIDCL to fast-track critical topographical surveys, land demarcations, master plan superimpositions, and asset documentation by assigning work orders at pre-approved standardized rates, thereby eliminating the delays of floating individual tenders for routine survey requirements.

3) Validity of Empanelment

The empanelment shall initially be valid for a period of **3 (three) Year** from the date of issuance of the Letter of Empanelment. WBSIDCL reserves the right to renew, extend, or call for a fresh empanelment after 3 years based on the agency's performance and the Corporation's evolving requirements.

4) Scope of Services

The empaneled agency shall be required to execute the following survey works on an "as and when required" basis:

- a) **Topographical Survey:** Conducting detailed topographical surveys using DGPS (Differential Global Positioning System) and Total Station, including contour preparation at 0.5m interval for plain and 1.0m for undulating terrain, as per Survey of India norms.
- b) **Superimposition:** Superimposition of WBSIDCL master plan/layout on Mouza Map (RS/LR). Agency to collect Mouza maps from BL&LRO at own cost.
- c) **Deed Plan Preparation:** Preparation of Deed Plans for development plots correlating RS/LR plots, with area statement in Acre, Bigha-Katha-Chatak and sq.m.
- d) **As-Built Plans:** Preparation of detailed as-built plans of existing infrastructure, buildings, roads, and utilities.
- e) **Land Demarcation:** Physical demarcation of outer boundary with reference pegs, fixing of concrete pillars at corners and at 30m interval on longer sides.
- f) **Demarcation of Development Plots:** Physical demarcation of individual development plots inside industrial parks as per approved layout plan, including fixing of boundary pillars and taking geo-tagged photographs with date stamp, submission of demarcation report.
- g) **Other Services:** Any other land/survey-related allied works as directed by the Engineer-in-Charge.

5) Deliverables

For every work order executed, the agency must submit the following to the Engineer-in-Charge:

- a) **Hard Copies:** 3 (Three) sets of printed, fully dimensioned drawings/maps (signed and stamped by the authorized surveyor) at the appropriate scale.
- b) **Soft Copies:** 1 (One) set of soft copies containing editable AutoCAD (.dwg) files, GIS shapefiles (where applicable), and high-resolution PDF files. These must be submitted via email and physically on a Pen Drive, KML/KMZ file for Google Earth verification. All drawings in WGS-84, UTM Zone 45N, and also in local system tied to GTS benchmark. AutoCAD version 2007 or above. KML/KMZ mandatory.
- c) **Survey Report:** A brief technical report detailing the coordinates, benchmarks used, methodology, and any site-specific anomalies observed.
- d) **Accuracy Standard:** All surveys shall conform to $\pm 0.10\text{m}$ horizontal and $\pm 0.05\text{m}$ vertical accuracy. Benchmarks shall be tied to GTS/GSI benchmarks wherever available.

6) Standard Timeline & Milestones

Unless specifically altered in a distinct Work Order, the following standard timeline shall apply from the Date of Issue of the Work Order (T):

Milestone	Activity / Deliverable	Standard Timeline
Milestone 1	Mobilization of team and equipment to the site	T + 2 Days
Milestone 2	Completion of Field Survey	T + 7 Days
Milestone 3	Submission of Draft Maps & Data for WBSIDCL review	T + 10 Days
Milestone 4	Submission of Final Deliverables (Hard & Soft copies)	T + 15 Days

Note: For urgent works, EIC may specify shorter timeline. For larger parcels >50 Acres, timeline may be extended by EIC on written request with justification. Time is essence of contract.

7) Eligibility Criteria

- a) **Experience:** Minimum 3 years of experience in conducting similar land/topographical surveys using DGPS and Total Station for Government Departments (e.g., PWD, KMDA, WBIIDC, WBSIDC, Land & Land Reforms Dept. etc.) or reputed PSUs. Attach Work Orders + Completion Certificates.
- b) **Financial Turnover:** Minimum average annual turnover of **Rs. 20.00 Lakh** in last 3 financial years (2022-23, 2023-24, 2024-25) from survey related works only. CA certificate with UDIN required.
- c) **No Blacklisting:** The agency should not be blacklisted/debarred by any Govt/PSU. Notarized affidavit to this effect to be submitted.
- d) **Statutory Clearances:** Valid Trade License, PAN, GST Registration, Professional Tax, IT Returns last 3 years, PF & ESI registration if applicable.
- e) **Technical Manpower:** Must have qualified surveyors, CAD operators on the payroll (See Annexure IV).
- f) **Tools & Machineries:** Must own/possess at least 2 Total Stations and 1 DGPS sets (See Annexure V).
- g) **Office:** Must have registered office/branch office in West Bengal with address proof.

8) Contact Information:

For any clarifications, please contact:

Executive Engineer, The WBSIDC Ltd., "Shilpa Bhavan", 4th Floor,
31, Black Burn Lane, Kolkata – 700 012.; email: Kuntal.debsikdar@wbsidcl.in

9) Detailed Terms & Conditions

- a) **Allotment of Work:** Empanelment does not guarantee minimum volume of work. Work orders will be issued on rotational / requirement / proximity / performance basis. Decision of EIC is final.
- b) **Coordination & Presentations:** The agency's authorized representatives may be required to visit the WBSIDCL office, other relevant government departments (like Land & Land Reforms), or site offices for necessary coordination, technical discussions, and presentations on the executed survey works, as and when required by WBSIDCL. No additional TA/DA or fees shall be paid for such visits.
- c) **Approved Rates:** Work will be awarded strictly based on pre-approved standardized fee structure (Annexure I). Rates are EXCLUSIVE of GST; GST extra as applicable. Rates are inclusive of all other expenses like mobilization, daily allowances, fooding, lodging, conveyance, travel to WBSIDCL/BL&LRO offices, printing, plotting, pen drive, T&P, software, insurance, Mouza map collection etc. No extra claim allowed.
- d) **Payment Terms:** 100% payment will be processed only after successful completion of the field survey, submission of all required deliverables (3 hard copies + soft copies), and final acceptance by the Engineer-in-Charge. No advance payment will be made. Statutory deductions such as TDS, GST TDS, and any other tax/levy as applicable under Govt. rules shall be recovered from the bill. The agency shall be responsible for all tax liabilities.
- e) **Security Deposit:** A sum of 10% shall be deducted from each running bill towards Security Deposit. The total Security Deposit so deducted will be refunded to the agency without any interest after 3 months from the date of successful completion of work. No claim for interest on Security Deposit shall be entertained.
- f) **Earnest Money Deposit (EMD):** Each bidder shall submit Earnest Money Deposit of Rs. 10,000.00 along with the proposal. The EMD shall be refundable and must be submitted in the form of Demand Draft/Banker's Cheque in favour of "The West Bengal Small Industries Development Corporation Ltd." payable at Kolkata. EMD of successful empanelled bidders will be refunded after expiry of the panel period of the RFP. The EMD shall be liable to be forfeited if the bidder withdraws the bid during the validity period, or fails to sign the agreement/accept the empanelment, or fails to execute the assigned works within the stipulated time.
- g) **Penalty & Liquidated Damages:** Time is essence of contract. If agency fails to submit within stipulated timeline, penalty of 1% of work order value per week of delay (max 10%) will be deducted. If delay > 4

weeks, WBSIDCL may cancel work order and get work done by other empanelled agency at risk & cost of defaulting agency.

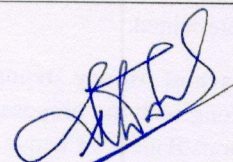
- h) **Sub-contracting:** Sub-contracting or outsourcing the awarded work to any third party is strictly prohibited and will lead to immediate cancellation of empanelment.
- i) **Confidentiality:** All maps, data, information are absolute property of WBSIDCL. Agency shall maintain confidentiality and not share with third party. Violation will invite legal action and blacklisting.
- j) **Accuracy & Rectification:** The agency is solely responsible for the accuracy of the survey. Any errors or discrepancies discovered later must be rectified by the agency at their own cost immediately upon notification.
- k) **Agreement:** Selected agencies to sign empanelment agreement within 15 days on Rs.100 stamp paper.
- l) **Termination:** WBSIDCL reserves the right to terminate the empanelment of any agency by giving a 15-day notice in case of consistent poor quality of work, repeated delays, misbehavior, or non-compliance with RFP terms.
- m) **Dispute Resolution:** In case of any dispute, the decision of the Managing Director, WBSIDCL, shall be final and binding. The jurisdiction for all legal matters will be the courts in Kolkata.
- n) **Jurisdiction of Survey:** The agency must be capable of working anywhere in West Bengal. Preference will be given to agencies having office in West Bengal.
- o) **Insurance:** The agency shall take necessary insurance cover for their manpower and equipment during site work. WBSIDCL will not be liable for any accident.
- p) **Force Majeure:** Neither party liable for delay due to flood, cyclone, earthquake, pandemic, or Govt lockdown. Agency to intimate within 48 hours with proof.

10) Submission of Proposal

Interested agencies must submit their proposals in sealed envelopes super-scribed "Request For Proposal (RFP) For Empanelment of Surveyor Agencies for Topographical Survey, Land Demarcation & allied works in Industrial/Commercial Parks of WBSIDCL.", containing the application and all required annexures and requisite documents, to the **Office of the Executive Engineer, WBSIDCL, "Shilpa Bhavan", 31, Black Burn Lane, Kolkata-700012.** on or before the due date.

The schedule of issue, submission and opening of Bid Documents is furnished herein below:

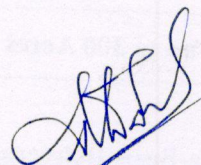
Sl. No.	Particulars	Date & Time
1.	Date of publishing of RFP Documents	25 / 08 /2026
2.	Bid submission start date	27 / 08 /2026 from 10.00 AM.
3.	Bid submission closing date	21/ 09 /2026 up to 3:00 PM.



Executive Engineer, WBSIDCL

Copy forwarded for kind information to the :-

- | | |
|---|---|
| 1. Managing Director | The WBSIDC LTD. Kolkata – 12 |
| 2. Executive Director | The WBSIDC LTD. Kolkata – 12 |
| 3. Estate Manager | The WBSIDC LTD. Kolkata – 12 |
| 4. Chief Financial Officer | The WBSIDC LTD. Kolkata – 12 |
| 5. Superintending Engineer | The WBSIDC LTD. Kolkata – 12 |
| 6. Assistant Engineer (Civil)-I | The WBSIDC LTD. Kolkata – 12 |
| 7. Assistant Engineer (Civil)-II | The WBSIDC LTD. Kolkata – 12 |
| 8. P.S to the M I C, Department of MSME & T,
Govt. of W.B., | Hemanta Bhavan, 1st floor, 12, BBD Bag (East), Kolkata-1. |
| 9. P.S to the M O S, Department of MSME & T,
Govt. of W.B., | Hemanta Bhavan, 1st floor, 12, BBD Bag (East), Kolkata-1. |
| 10. Sr. P.S to Additional Chief Secretary,
Department of MSME & T, | “Shilpa Sadan”, 4, Abanindranath Tagore Sarani (Camac Street),
7th Floor Kolkata -16 |
| 11. Estimating Section (Civil) | The WBSIDC LTD. Kolkata – 12 |
| 12. Office Copy | The WBSIDC LTD. Kolkata – 12 |



Executive Engineer, WBSIDCL

ANNEXURE-I

Fee Structure (Excluding GST)

Ref.: WBSIDCL/EE/RFP/2026-27/01

A. Demarcation & As-Built/Topographical Survey (Progressive Rate Matrix):

Area Slab	Only Land Demarcation (Rs. per Acre)	Only As-Built Survey (Rs. per Acre)	Only Topographical Contour Analysis with Map Generation and superimposition on mouza map (Rs. per Acre)
Up to 10 Acres	₹ 2,000	₹ 3,000	₹ 600
> 10 Acres up to 30 Acres	₹ 1,400	₹ 2,150	₹ 450
> 30 Acres up to 50 Acres	₹ 650	₹ 950	₹ 200
> 50 Acres up to 100 Acres	₹ 350	₹ 540	₹ 110
> 100 Acres up to 200 Acres	₹ 250	₹ 375	₹ 75
> 200 Acres up to 300 Acres	₹ 170	₹ 260	₹ 50

B. Fixed/Case-Basis Deliverables:

Description of Service	Rate
Superimposition of Master Plan on Mouza Map (per case, includes Mouza collection)	₹ 3,500/- per Case
Preparation of Deed Plan correlating RS/LR (per deed, with area statement)	₹ 2,000/- per Deed Plan
Demarcation of Development Plot inside Industrial Park (includes setting out, fixing 4 nos. RCC pillars 100x100x750mm, geo-tagged photos)	₹ 2,000.00 Per Plot
Establishment of TBM with Pillar 250x250x750mm with benchmark value (rate is inclusive of pillar)	₹ 2,000 per TBM

Note : All rates are all-inclusive and shall cover cost of manpower, food, travel, lodging, T&P, printing, software and insurance. GST as applicable will be paid extra over and above the rates. No other claim whatsoever shall be entertained.

Illustration Note - Fees Calculation

For illustration purpose, the fee calculation is shown considering 35 acres of land as an example.

➤ For 35 Acres:

- First 10 Acres = Slab 1 (0-10)
- Next 20 Acres = Slab 2 (10-30) - Total 30 Ac reached
- Balance 5 Acres = Slab 3 (30-50) - Out of 20 Ac in Slab 3, only 5 Ac used

➤ **Calculation - Combined Package (Demarcation + As-Built + Topo):**

Slab 1: 10 Ac x Rs.5,600 = Rs.56,000

Slab 2: 20 Ac x Rs.4,000 = Rs.80,000

Slab 3: 5 Ac x Rs.1,800 = Rs.9,000

TOTAL COMBINED for 35 Ac = Rs.1,45,000/-

➤ **Break-up Service Wise:**

1. Only Land Demarcation:

10 Ac x 2,000 = 20,000

20 Ac x 1,400 = 28,000

5 Ac x 650 = 3,250

Total = Rs.51,250/-

2. Only As-Built Survey:

10 Ac x 3,000 = 30,000

20 Ac x 2,150 = 43,000

5 Ac x 950 = 4,750

Total = Rs.77,750/-

3. Only Topo + Mouza Superimposition:

10 Ac x 600 = 6,000

20 Ac x 450 = 9,000

5 Ac x 200 = 1,000

Total = Rs.16,000/-

Note : All rates are all-inclusive and shall cover cost of manpower, food, travel, lodging, T&P, printing, software and insurance. GST as applicable will be paid extra over and above the rates. No other claim whatsoever shall be entertained.

ANNEXURE II
Application Form (Cover Letter)
(To be printed on Agency's Letterhead)

To,
The Executive Engineer,
The WBSIDC Ltd.,
"Shilpa Bhavan", 4th Floor,
31, Black Burn Lane, Kolkata – 700012.

Sub: Submission of Proposal for Empanelment as Surveyor Agency against RFP No:
WBSIDCL/EE/RFP/2026-27/01

Ref: RFP No: WBSIDCL/EE/RFP/2026-27/01

Sir,

With reference to the above RFP, we M/s. _____ having office at _____ hereby submit our proposal for Empanelment as Surveyor Agency with WBSIDCL.

We have carefully read and understood all the terms and conditions mentioned in the RFP document and hereby confirm that we shall abide by all of them. We irrevocably accept the fixed fee structure detailed in Annexure I.

We also confirm that the information and documents furnished in our proposal are true and correct to the best of our knowledge.

We understand that empanelment does not guarantee any minimum volume of work and that work orders will be issued on an "as and when required" basis.

We confirm that our agency has not been blacklisted or debarred by any Government Department/PSU/Autonomous Body in India.

We shall be grateful if our proposal is considered for empanelment. We assure you of our best services at all times.

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Official Stamp / Seal of the Agency:

ANNEXURE III
Experience Details
Ref.: WBSIDCL/EE/RFP/2026-27/01

(Provide details of similar survey works executed in the last 5 years for Govt/PSU clients)

Sl. No.	Name of Client / Dept.	Name of Project / Location	Scope of Work	Area Surveyed (in acres)	Year of Completion	Contract value
1.						
2.						
3.						

(Attach copies of Work Orders and Completion Certificates)

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Official Stamp / Seal of the Agency:

ANNEXURE IV
Manpower Details
Ref.: WBSIDCL/EE/RFP/2026-27/01

(Provide details of technical personnel on the payroll of the agency)

Sl. No.	Name of Employee	Designation	Qualification	Years of Experience
1.				
2.				
3.				
4.				

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Official Stamp / Seal of the Agency:

ANNEXURE V

Tools & Machineries Details

Ref.: WBSIDCL/EE/RFP/2026-27/01

(Provide details of survey equipment owned by the agency)

Sl. No.	Equipment Type	Make & Model	Quantity
1.	DGPS / GNSS Receiver		
2.	Total Station		
3.	Auto Level		
4.	Plotters/Printers		

(Attach purchase invoices and valid calibration certificates for DGPS and Total Station equipment)

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Official Stamp / Seal of the Agency:

ANNEXURE VI

AFFIDAVIT / UNDERTAKING

(To be executed on Non-Judicial Stamp Paper of appropriate value)

BEFORE THE NOTARY PUBLIC AT _____

I, [Name of Deponent], Son / Daughter / Wife of [Father's/Husband's Name], aged about [Age] years, resident of [Full Residential Address], in my capacity as [Director / Managing Partner / Sole Proprietor / Authorized Signatory] of M/s [Full Name of Survey Agency], having its Registered Office at [Full Registered Address of Company], do hereby solemnly affirm and state on oath as under:

1. That I am the [Designation] of M/s [Name of Agency] and am fully competent, authorized, and empowered by the Board Resolution / Power of Attorney dated [Date of PoA/Resolution] to depose and sign this Affidavit on behalf of the Agency for empanelment.
2. That M/s [Name of Agency], its Directors, Partners, or Key Management Personnel have NEVER been blacklisted, debarred, suspended, or prohibited from participating in tenders or executing contracts by any Central / State Government Department, Public Sector Undertaking (PSU), Autonomous Body, or Local Authority as on the date of signing this affidavit.
3. That there are no active criminal proceedings, insolvency proceedings, or fraud investigations pending against the Agency or its Directors/Partners in any court of law in India or by any government investigating agency.
4. That none of the Directors, Partners, or Key Technical Employees of M/s [Name of Agency] are closely related to any serving gazetted officer, senior official, or engineer working in The WBSIDC Ltd.
5. That all the information, credentials, financial records, experience certificates, software licenses, and equipment details submitted along with the empanelment application are **true, correct, and authentic** to the best of my knowledge and belief. No material facts have been concealed or misrepresented.
6. That the Agency agrees to abide strictly by all the terms, conditions, and guidelines issued by The WBSIDC Ltd. regarding empanelment and execution of surveying tasks. The Agency shall adhere to the highest standards of professional ethics and integrity.
7. That the Agency possesses all necessary licensed equipment, survey instruments, and trained technical manpower to mobilize and execute survey works within the stipulated timelines upon award of work.
8. I explicitly understand and agree that if any statement or declaration made in this affidavit is found to be false, incorrect, or misleading at any stage, The WBSIDC Ltd. shall have the absolute right to reject the application, cancel the empanelment, forfeit any security deposits, and initiate appropriate legal action/blacklisting proceedings against the Agency.

DEPONENT

(For M/s [Name of Survey Agency])

(Signature with Seal/Stamp)

Name: _____

Designation: _____

Date: _____

Place: _____

VERIFICATION

I, the above-named Deponent, do hereby verify on oath at [Place] on this [Date] day of [Month], [Year], that the contents of paragraphs 1 to 8 above are true and correct to my knowledge and belief. Nothing material has been concealed therefrom and no part of it is false.

DEPONENT

(Signature with Seal/Stamp)

NOTARIAL ATTESTATION

Sworn and signed before me on this _____ day of _____, 20 at _____.

(Signature & Seal of Notary Public)

Reg. No.: _____

ANNEXURE VII

Ref.: WBSIDCL/EE/RFP/2026-27/01

BIDDER INFORMATION SHEET

1)	Name of the Organisation	
2)	Name of the Proprietor/Partners/ Directors (as applicable)	
3)	Registered Office details, Address Mobile Number Email ID	
4)	West Bengal office details, Address Contact Nos. Email ID	
5)	Nature/status of candidate firm (whether sole Proprietary / Partnership / Private Limited / Public Limited / Public Sector)	
6)	Power of Attorney/Letter of Authority (An attested copy to be enclosed in case the tender/ offer is signed by an Individual other than the sole proprietor)	Enclosed / Not enclosed
7)	GST Registration No.	
8)	PAN No.	
9)	Details of Individual(s) who will serve as Point of Contact/Communication for the Bidder Name & Designation Mobile No. E-mail ID	

Signature of Authorized Representative: _____

Name: _____

Designation: _____

Official Stamp / Seal of the Agency:

ANNEXURE VIII

Financial Statement

Ref.: WBSIDCL/EE/RFP/2026-27/01

This is to certify that I / we have verified the consolidated financial statement of _____ (Name of the Firm in which application is made) having its Registered Office at _____ (address of the Firm). Based on our examination of Books and Records and other documentary evidences, I/ we certify that the financial data of the company given in the balance sheets are details hereunder for the financial year(s) as mentioned below are true and correct.

Sl. No.	Description	FY-2024-25	FY-2023-24	FY-2022-23
1	Net Worth (Calculated on the basis of capital, profit and free reserve available to the firm should be positive)	Rs.	Rs.	Rs.
2	Working Capital	Rs.	Rs.	Rs.
3	Annual Turnover (exclusively from Professional Consultancy for land survey works)	Rs.	Rs.	Rs.

Signature, Name and Designation of Authorized Signatory of applicant including title and capacity in which application is made.	Signature, Name and Designation of Authorized Signatory of Statutory Auditor's Firm / Chartered Accountant Seal of the Audit / Chartered Accountant Firm: Name of signatory (in Capital): Membership No: Firm Registration No: Mobile No: UDIN:
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