



DESPATCH

Chairman  
Managing Director

2236-1212  
2221-6390

# THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPN. LTD.

(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

Regd. Office : Shilpa Bhavan, 31, Black Burn Lane, Kolkata - 700 012

No. SB1/3056/4/24-25

CIN: U74140WB1961SGC025037

Date 31/01/2025

## Corrigendum

In reference to earlier memo no SB1/2606/4/24-25 dated 24-12-2024 the last date of submission of application for fresh Enlistment under Marketing Division of WBSIDCL is hereby extended upto 28-02-2025 till 04.00 PM. The other terms & condition as appended in the said memo no shall remain unchanged.

Executive Director-II

### Copy for information to :

1. P.A. to Chairman, The WBSIDC Ltd.
2. P.A. to Managing Director, The WBSIDC Ltd.
3. P.A to Executive Director , The WBSIDC Ltd.
4. Notice Board, Shilpa Bhawan, The WBSIDC Ltd.
5. Office copy.

Executive Director-II

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(A GOVERNMENT OF WEST BENGAL UNDERTAKING)

Regd. Office : Shilpa Bhavan, 31, Black Burn Lane, Kolkata - 700 012

No. SB1/2606/4/24-25

Date 24/12/2024

OK

## Notice

**Subject: Enlistment of MSME units (manufacturers only) for executing/supplying orders for –**

**A. Wooden & Steel Furniture, Hospital furniture & Equipment, Interior & Modular Work, Utensils & Kitchen Equipment, Furnishing Items, Plastic/PVC Items & Tarpaulin having Manufacturing unit all over West Bengal.**

Applications are invited in the prescribed format for fresh Enlistment of SSI registered units for above mentioned works.

**1. Eligibility criteria:**

- a. Applicant must have UDYAM Registration Certificate.
- b. Manufacturer should have at least 700 sq.ft. Factory shed/space so that indentors may inspect their indented articles before painting and polishing and finished product before delivery.
- c. The unit should have GST registration, Sales Tax Certificate & Trade License etc.
- d. A black-listed manufacturing unit whose punishment tenure is still prevailing is not allowed to apply.
- e. Those who are not the manufacturers but doing only trading job will not be eligible for enlistment.
- f. For interior decoration, Modular the unit must have three years of working experience in similar field, out of which one year in government organization will be given preference.

**2. Terms & Condition:**

- a. Land Document of the manufacturing unit such as deed, lease/rent deed etc. to be submitted.
- b. Sketch plan of the factory shed/space covered and uncovered area with measurement duly signed by the applicant should be submitted along with the application.
- c. The electricity bill of last 3 months as a proof of running unit should be submitted.
- d. The manufacturing units who have “ISO Certification” will also get preference if other condition is fulfilled by them. Certificate to be enclosed.
- e. The unit has to submit “Bank Solvency Certificate” of at least Rs 3 lakh from a Nationalized Bank.

**Note: All pages of document to be signed by applicant. Original documents would have to be brought on the day of interview.**

**5. How to apply:**

- a. Application Booklet can be obtained or downloaded from WBSIDC and its website 'www.wbsidcl.in'. The application fees is Rs. 100/- and processing fees is Rs. 900/- payable by CASH/Demand Draft or RTGS. Application Booklet will be available up To 31.01.2025
- b. The application Booklet should be submitted in sealed envelope at Silpa Bhavan (2<sup>nd</sup> floor) 31, Black Burn lane, Kolkata- 700012 latest by 31.01.2025 up to 5 PM. The dates of interview will be displayed on website of WBSIDC and in office of WBSIDC.
- c. On the date of interview applicant has to attend along with original documents.

**WBSIDC Ltd. Authority reserves the right to accept or reject any or all the applications for enlistment without assigning any reason whatsoever.**



Executive Director-II

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2. P.A. to Managing Director, The WBSIDC Ltd.
3. PA to Executive Director , The WBSIDC Ltd.
4. Notice Board, Shilpa Bhawan, The WBSIDC Ltd.
5. Office copy.



Executive Director-II

THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED  
(A GOVERNMENT OF WEST BENGAL UNDERTAKING)  
Shilpa Bhawan ,31, Black Burn Lane ,  
Kolkata-700012.

Phone : (033)2237 3895/22366769 , Fax No- (033) 2234 6057

**Enlistment of SSI Registered units (Manufacturer only) for supplying orders for execution of Wooden & Steel Furniture, Hospital furniture & Equipment, Interior & Modular Work, Utensils & Kitchen Equipment, Furnishing Items, Plastic/PVC Items & Tarpaulin.**

**DETAILED TERMS AND CONDITION OF ENLISTMENT**

**Rs. 100/-**

THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED

Application Booklet

1	Name of applicant & firm:	:	
2	Nationality		
3	Residential Address		
4	a) Regd. Office		

	b) Factory Address		
5	Telephone No		
6	Fax No		
7	E Mail Address		
8	UDYAM Registration No.		

9	Constitution		Individual / Partnership Firm / Private Ltd. company/ Sole Proprietorship Concern/ Public Ltd. Company
10	If partnership firm, names of the partner(s)		
11	a) Relationship of applicant with the Partner(s)		

	b) Whether the applicant is a Dismissed Government Servant?		Yes/No (if yes, give details).
	c) Whether the applicant /firm had been removed from approved list of suppliers from any organization?		Yes/No (if yes, give details in separate sheet).
	d) Whether the firm is demoted to a lower class of suppliers at any organization?		Yes/No (if yes, give reasons).
	e) Whether the applicant is having business banned/ suspended by any government department in the past?		Yes/No (if yes, give details).
	f) Whether the firm has any manufacturing unit of their own?		Yes / No (If yes, give a list of plant and machineries in a separate sheet).
	g) Whether the applicant is Convicted by a court of law?		Yes/No (If yes, give details in separate sheet).
	h) Whether the affairs of the firm are being administered by a court or a judicial officer?		Yes / No.(If yes, give details in separate sheet).

	i) Whether business activities of the firm have been suspended and they are subject to legal Proceedings?		Yes / No (If yes, give details in separate sheet).
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	j) Whether the firm was disqualified pursuant to administrative suspension or Disbursement by any Dept?		Yes / No (If yes, please enclose VAT clearance certificate)
	k) Whether the firm has PAN Card or IT Clearance?		Yes / No (If yes, photocopy of PAN Card should be attached).
	l) Whether the firm has Professional Tax Clearance Certificate?		Yes / No (If yes, attach P.Tax Clearance Certificate).
	m) Whether the firm has EPF Registration?		Yes / No (If yes, attach supporting document).
	n) Whether the firm has Factory License?		Yes / No (If yes, attach Factory License).
	o) Whether the firm has GST Registration?		Yes / No (if yes, give details).
	p) Whether the firm has Pollution Certificate? (if required)		Yes / No (If yes, attach pollution Certificate).
	q) Whether the firm has Fire License?		Yes / No (If yes, attach fire license Certificate).

	r)Electric Bill of factory		To be Submitted Last 3 month.
	s)List of Machinery		To be submitted with details list and specification.
	t)List of tools & equipment		To be submitted with details list and specification.
	u) Audited Balance Sheet/Turn Over (last Year)		To be enclosed
12	Name of bankers with full address		

13	<p>Factory details</p> <p>a) Sketch plan duly signed by the applicant to be submitted</p> <p>b) Photocopy of Deed/Lease deed/rented deed to submit duly self attested by the applicant.</p> <p>c) Is it in the Industrial Park or Commercial Park of WBSIDC Ltd. or another place? Details to be given</p> <p>d) No of Workers (Skilled/Semi Skilled/Unskilled).</p> <p>e) No of Office Staff.</p> <p>f) No of In-house</p>		
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	<p>Designer/Technical Staff.</p> <p>g) Arrangement of Pollution Control.</p> <p>h) Safety measures taken in factory premises.</p>		
14	Whether already enlisted with other department		Yes / No (If yes, give copy in support of the statement)
15	If any person working with the applicant is a near relative of officer/official of WBSIDCL, Kolkata		Yes / No. (If yes, give details)
16	Whether the unit is registered as SSI/MSME unit or not		Yes/No (If Yes, copy of UDYAM from MSME-DI should be enclosed.
17	Quality Certification and other certificate		Yes/No (If any, copy to be enclosed.)
18	Credential		Yes/No (If Yes, copy to be submitted with documentary evidence.)

19. Particulars of Fees paid for the application:

		Mode of Payment				
	Purchased / Downloaded	By Cash	By Demand Draft	Date	Amount	Issuing Bank and branch
Application Booklet						

I/we certify that the information given above is true to the best of our knowledge. I/we also undertake that if any of the information is found wrong, I am liable to be debarred.

(Strike out whichever is not applicable)

Signature(s) of applicant(s) with seal

Sl No	Name	Signature	Address	Seal
1.				
2.				

**THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.**

( A Govt. of West Bengal Undertaking )

Silpa Bhaban, 31, Black Burn Lane, Kolkata -700012

Date .....

Sl. No.....

**ACKNOWLEDGEMENT**

Received application form without verifying the content from M/s. ....

As directed, This is to inform him/her that the date of interview has been fixed on..... at.....

Yours faithfully,

For The West Bengal Small Industries Development. Corp, Ltd

Dealing Assistant

**THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.**

( A Govt. of West Bengal Undertaking )

Silpa Bhaban, 31, Black Burn Lane, Kolkata -700012

Date .....

Sl. No.....

**ACKNOWLEDGEMENT**

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Yours faithfully,

For The West Bengal Small Industries Development. Corp, Ltd

Dealing Assistant

**FORM OF SOLVENCY CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information

M/s/Sri..... having marginally noted address a Customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of `.....(Rupees.....only).

This certificate is issued without any guarantee or responsibility on the Bank.

(Signature)

For the Bank

Note:

1. In case of partnership firm, certificate to include names of all partners as Recorded with the Bank.
2. Any solvency certificate older than one year from the date of issue of press Notification should not be considered.

**General conditions:**

1. All annexure and enclosures to this Application Booklet form will be treated as an essential and integral part of the Registration Document and conditions for enlistment.
2. In these Documents, the term Applicant denotes a person (which expression includes an Individual/Registered Society/Partnership Firm/ Corporate Body) who submits his application in response to the above mentioned Notice.
3. Erasing or over-writing in the applications shall not be allowed. If some correction become unavoidable, the entire (portion and not a part of the same) should be scored out, and should be written clearly and legibly, authenticated by the authorized signatory.
4. WBSIDCL, authority shall disqualify the Manufacturers if it finds at any time that the information submitted concerning the qualifications of the applicant was false or materials supplied is inaccurate/incomplete.
5. All factory sheds will be physically inspected by the authorized committee/team/officers.
6. The selected Manufacturers shall have to abide by the following terms & condition:
  - (i) Manufacturers should have to supply furniture to the Government offices, hospitals, educational institutions etc.
  - (ii) Rate of each items (listed) is fixed by the WBSIDC Ltd. as per specifications of each item and the same rate will prevail at least 02 (two) years.
  - (iii) Manufacturers should make supply the requisite furniture to the indenters as per supply order issued to him/her by the WBSIDC Ltd.
  - (iv) Any objection on quality of supplied furniture (wooden/steel) should be addressed by the manufacturer and replacement of furniture should be made at once.
  - (v) Enlisted Manufacturers will get Marketing Assistance as per Marketing Policy of WBSIDC Ltd.
8. WBSIDCL, Authority shall cancel the enlistment of any listed supplier, if it finds at anytime that the performance of the agency is unsatisfactory and in such cases the decision of WBSIDCL authority will be final & binding.

9. The Enlistment will remain valid for 3 (three) years w.e.f. the date of issue of Confirmation of enlistment.

10. A Committee duly constituted by WBSIDCL will evaluate every aspects based on the requirements as per enlistment notice to select the successful firms and the decision of the committee will be final and binding to all.

11. submitted all the document in seal envelop