



**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](http://www.wbsidcl.in) Email: [info@wbsidcl.in](mailto:info@wbsidcl.in)

Memo No.: SB2/ 1378 /2025-26

Dated: 12 /02/2026

**NOTICE INVITING ELECTRONIC TENDER No. 35 OF 2025-2026 OF THE WBSIDC LTD**

(Submission of Bid through online mode only)

- 1) Executive Engineer, WBSIDCL invites Bids through electronic tender (NIET) for from the bonafide, resourceful, and reliable experienced agencies. Job detailed in the table below:

| Sl. No.   | Name of the work   | Tentative Requirement                       | Estimated Amount (Rs.) (excl. GST) | Application Fees (Rs.) | Earnest Money (Rs.) | Period of Service | Eligibility of Contractor   |
|---|--|---|------------------------------------|------------------------|---------------------|-------------------|---|
| 1   | Engagement of Private Agency for House Keeping & other miscellaneous services at Shilpa Bhavan & other Offices under WBSIDCL in different districts of West Bengal | Unskilled – 15 nos.<br>Semiskilled – 2 nos. | ₹ 26,67,606/-                      | 2360.00                | 65000.00            | 1 year            | Resourceful Outside agencies (Eligibility Criteria as per Sl. No 3 Mentioned below) |
| [Estimated amount is inclusive of ESI @ 3.25%, EPF 13.00%, Bonus @ 8.33% but excluding GST] |  |   |                                    |                        |                     |                   |   |

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

**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 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.

### 3) Eligibility criteria for participation in tender:

The intending bidder must fulfil the following eligibility criteria: -

- a) The prospective bidders shall have satisfactorily completed as a prime agency during the last 5(Five) years from the date of issue of this Notice at least one work of similar nature (manpower deployment) under authority of State/ Central Govt. undertaking/statutory bodies constituted under the statue of the central/State Govt., having a magnitude of 40 % (Forty Percent) in one job to the Estimated Amount put to tender.
- b) Valid Trade Licence, at the principal office address in West Bengal, specifically for providing manpower deployment.

- c) Valid Profession Tax Enrolment Certificate and Profession Tax Registration Certificate with current Profession Tax Payment Challans/current Profession Tax Payment Certificate, as applicable in the state of West Bengal.
- d) Valid GST, EPF, ESIC Registration Certificate and Valid Labour Registration Certificate/Licence and Current GST Return.
- e) Amount of Average Annual turnover which should not be less than **Rs. 50,00,000/-** (Rupees fifty lakhs) only during financial years 2024-25, 2023-24, 2022-23.
- f) The Working Capital shall not be less than **Rs. 10,00,000/-** (Rupees ten lakhs).
- g) The Selected Bidder must have its offices in West Bengal. Agencies operating from outside the state without office(s) in West Bengal will not be considered. Selected Bidder must give the proper address of office in West Bengal and its registered office.

Note: -

- i. Completion certificate should contain a) Name of work (b) Name & address of Client (c) Number of personnel deployed (d) Date of commencement of work (e) Date of completion of work.
- ii. 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.
- iii. Subletting of contract is strictly prohibited.
- iv. **The Competent Authority reserves the right to verify the bidder's past performance, including ongoing and completed works, and may technically disqualify the bid if an unsatisfactory performance is reported.**

4) Scope of Work:

- a. Engagement of required manpower for sweeping, cleaning, lift operation, and other miscellaneous works as per the requirement of this corporation at Shilpa Bhavan & other different company's office /Industrial Parks/ Commercial Parks throughout West Bengal. The Selected Bidder will have to place their personnel for duty within 24 hours of receipt of requisition placed.
- b. The engagement may be in shifts [8 hrs shift] or as per actual requirement.
- c. All the statutory obligations including financial responsibilities in respect of payment of wages, bonus PF absolutely on the agency, which will be reimbursed by WBSIDCL on submission of Bills, within 15<sup>th</sup> day of next month.
- d. The Selected Bidder shall have to submit the reports after clearing of all wages, PF, ESI etc to the security personnel with authenticate copies to the concerned authorised officer of WBSIDCL.
- e. The agency shall be responsible for the payment of wages to the deployed Personnel according to the rate of Minimum Wage as per the Minimum Wages Act of the Government of West Bengal, within the first week of the succeeding month, directly into their bank accounts.
- f. Payment will be made on per personnel basis only. Monthly payment will be made directly to the Selected Bidder on the basis of actual number of personnel billed. The Selected Bidder shall submit bills in triplicate.
- g. If any such circumstances come in future, the authorised officer of that site of WBSIDCL may be asked for proof of PF deposit and proof of ESI deposit in the PF, ESI code as would be submitted by the Selected Bidder to the respective authority & related document against each employee has to be submitted by the Selected Bidder.

- h. If required the authorised officer of WBSIDCL may ask for Bank statement as documentary evidence as a proof of employees' receipt of salary which is paid through Bank, has to be submitted with the bills for payment.
  - i. All personnel deployed by the agency must put on neat and clean uniform suitable for the work. The deployed personnel shall always display their name badge and I-Card on their uniform so that they can be easily identified.
  - j. No residential accommodation/ boarding and food will be provided by WBSIDCL to any personnel deployed by the bidder.
  - k. The Agency shall maintain strict discipline among the workforce and shall review the performance of the workforce on regular basis. Personnel employed by the Agency who are found to be indiscipline or whose performance is not satisfactory, as noticed or as reported by the concerned officers of WBSIDCL or any other authorised person of the WBSIDCL shall be replaced by the Agency without causing any disruption in the assigned work.
  - l. The Agency will see that the deployed personnel of a place does not leave the place of duty under any circumstances until and unless he is properly relieved.
  - m. In case of sudden illness or absence of any of your personnel, you shall have to take immediate alternative arrangement for replacement so that the related duty is performed.
  - n. The Agency / the personnel deployed by the Agency will not indulge in or commit any act violating of law or public policy and not to undertake any activity prejudicial to the interest of the WBSIDCL. They will not involve in offences punishable under the any applicable law of the country.
  - o. The selected bidder shall be solely responsible for the taxes that may be levied on their deployed personnel or on earning of any of his employees and shall hold the employer indemnified and harmless against any claims that may be made against the employer. The WBSIDCL shall not take any responsibility whatsoever regarding taxes under Income Tax Act, for the selected bidder or his personnel. Quoted rate shall include all the taxes & duties excepting GST which shall be allowable by WBSIDCL over & above the contracted rate.
  - p. The Agency will have to produced character and antecedent verification certificate of each guard.
- 5) **Security Deposit:**

The successful bidder shall be required to furnish Security Deposit in the form of unconditional Bank Guarantee from any scheduled bank, issued in favour of the WBSIDCL, for an amount of Rs. 2,50,000/- (Rupees two lakhs & fifty thousand) only before of issue of Work Order. The same may be released after successful completion of the agreed contract period. The Security Deposit may be forfeited in the event of any breach of terms and conditions or negligence or un-satisfactory performance by the selected bidder. No interest would be paid on Security Deposit.

6) Technical Bid:

Technical bid should contain all the documents like Tender documents along with Annexures, General terms & conditions, Instructions to bidders, self-attested copies of all the documents in support of eligibility etc. All documents must be duly filled in, stamped & signed by the bidder. Technical bid should contain 02 (two) covers, Statutory Cover & Non-Statutory Cover.

Statutory Cover should only contain –1) NIT, 2) EMD payment document, and 3) Bidder Information sheet as per Annexure, Declaration. No other documents are to be included in this cover.

Non-Statutory Cover should contain all other mandatory documents as stated below, Legible photocopies of all documents duly attested by the bidder or his authorized representative are to be submitted:

- a) Trade license, at the principal office address in West Bengal, specifically to provide services related to manpower deployment.
- b) PAN Card, GST, EPF, ESIC Registration certificate, Labour Registration Certificate/Licence and Professional Tax Registration certificate and Current GST Return.
- c) Income Tax Returns/Acknowledgements and Form 26AS for three assessment years (AY 2025-26, AY 2024-25, AY 2023-24).
- d) Audited Balance Sheet & Profit & Loss A/c for three financial years (FY 2024-25, FY 2023-24, FY 2022-23).
- e) Firm/Company incorporation documents (Certificate of Incorporation and Memorandum and Articles of Association for companies and Partnership Deed for partnership firms).
- h) Credential Certificate of rendering similar nature service under authority of State/ Central Govt. undertaking/statutory bodies constituted under the statue of the central/State Govt, during the last 5(Five) years from the date of issue of this Notice.
- f) Amount of Average Annual turnover & Working Capital Certificate, duly certified by CA with UDIN, as per the prescribed format attached.

7) Financial Bid:

Price should be quoted online only in the "Bill of Quantities (BOQ)" in the space marked for quoting rates in 'price schedule' format.

The bidder will quote the rate of **Service Charges only** in terms of the percentage (%) of the total wages in their price bid.

Quoted rate shall include all the necessary charges, including bidder's administrative charge, transportation charge, uniform cost, accessories i.e. torch, umbrella, raincoat etc. and any other charges/overheads/profits/cost of items which are necessary for maintaining work, excepting GST which shall be allowable by WBSIDCL over & above the contracted rate.

**8) Award of Contract:**

The bidder who meets the technical qualifications and quotes the lowest service charges will be considered as the L1 (Lowest) bidder. The L1 bidder will be awarded the work, subject to fulfilling all other terms and conditions of the tender.

**9) Location of critical events:**

Office of the Executive Engineer,  
The WBSIDC Ltd,  
"Shilpa Bhavan", 31, Black burn Lane, Kolkata – 700 012.

**10) General Terms & Conditions:**

- i. The bidder has to furnish all the information as required regarding their offer. All correspondence, documents & Bid, exchanged between the Bidder and WBSIDCL shall be written in English language. Failure to comply with this request may disqualify a bidder.
- ii. The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.
- iii. The quoted rate must be valid for a period of 180 days from the date of opening of the tender. If any bidder quotes rates for validity shorter than the required period, the same will be treated as unresponsive and will be summarily rejected.
- iv. In case the bidder withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected and the earnest money deposit (EMD) shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original offer.
- v. Tenders with incomplete / incorrect information, subjective and conditional offers as well as partial offers will be liable for rejection.
- vi. Tenders with variance / contradiction between Technical Bid and Financial Bid will also be liable for rejection. Further, tenders submitted without any of the mandatory statements/ documents / annexures of the bidders are liable for rejection.
- vii. The WBSIDCL reserves the right to call for any document/ seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.
- viii. The WBSIDCL reserves the right to relax the prerequisites and/or negotiate the rates, terms and conditions with the lowest bidder to ascertain the suitability of the acceptable offer.
- ix. In case the L1 bid is Zero or Negative, the bid can be accepted provided the concerned bidder submits a Bank Guarantee of 10% of the value of the contract as Additional Performance Security.
- x. In case of tie among the lowest bidders the provisions of Memorandum No.2320 – F(Y) dated 07.06.2022 of Finance Department, Government of West Bengal would be followed.
- xi. The selected agency shall have to pay the remuneration to the security personnel according to the Finance Department Order No. 3687-F(Y); dated: 02/05/2012 read together with the Finance Department Order No. 3790-F(Y); dated: 21/07/2014.
- xii. Before issuance of WORK ORDER, the credential and / or other documents of the lowest bidder may be verified and if it is found that any document(s) /self-declaration/annexure(s) submitted by

- such bidder is incorrect / false / fabricated / manufactured, WORK ORDER will not be issued in favour of such bidder and appropriate measure will be taken as per provisions of the Law.
- xiii. The agency selected for engagement shall have to enter into a formal agreement with the WBSIDCL.
  - xiv. The contract shall be initially for 01(One) year which may be extended for further period if considered necessary. The authority holds the right to terminate the contract for breach/violation of terms and conditions by the selected bidder at any time without any notice or assigning any reason and in addition can blacklist the agency.
  - xv. The selected bidder shall be responsible for compliance with all applicable Laws/Acts, including the Minimum Wages Act, 1948, Payment of Bonus Act, 1965, provisions of EPFO and ESIC and other related Labour Laws and shall be responsible for making payment of monthly wages to the personnel deployed by him in each calendar month within the specified time, in compliance with the Minimum Wages Act, 1948. It will be the sole liability of the selected bidder to take care of all statutory recoveries including EPF, ESI etc. and remittance thereof with statutory reporting requirements.
  - xvi. Any delay or lapse on the part of the selected bidder in making timely payment of monthly wages to the personnel deployed by him and/or any lapse in discharging due statutory obligations under related statutes shall be dealt with seriously which may result in termination of the contract along with penal actions as per provisions of the Law
  - xvii. The WBSIDCL shall not be responsible for any sort of injury/damage/loss including loss of life incurred by the employee(s) deployed by the successful bidder in the course of their duty.
  - xviii. The selected bidder shall compensate any loss caused to any property in the office premises due to negligence on the part of the personnel deployed by the bidder.
  - xix. The deployed personnel to be deployed by the Agency shall not have any right to claim any employment at any time for any reason whatsoever and the WBSIDCL shall have no responsibility or liability, in this regard. The deployed Personnel shall always be on the Payrolls of the Agency concerned.
  - xx. The compliance of all Acts & Government Rules and Regulations regarding employment and working condition including various statutory facilities shall be the responsibility of the agency. The agency will be also responsible for any fines for non-compliance of any such Acts & Rules and Regulations.
  - xxi. If any deployed Personnel found to be sleeping "on duty" or found intoxicated while "on duty" will also be deemed to be absence for the full man shift involves and for such activities he will be liable for disciplinary action by the agency and shall be replaced immediately by the agency.
  - xxii. The Agency shall not pay less than the minimum wages to the deployed Personnel as notified by the Labour Department, Govt. of West Bengal from time to time. The state minimum wage i.e. the minimum rates of wages as applicable in the State of West Bengal as notified by the Labour Department, Govt. of West Bengal will be as on the date of publication of the NIT.
  - xxiii. Every deployed personnel shall behave well with the members of the public and also his superior, colleagues and subordinates. All employees shall be at work punctually at the time fixed and notified to them. Late attendance and irregular attendance including early departure constitute a breach of discipline, punishable being act of misconduct. The personnel so deployed should be

- discipline and for any breach thereof, the Selected Bidder has to replace the concerned person within 24(Twenty-Four) hours of written notification by the Authorised Officer. The Selected Bidder should make good to any loss of property incurred by such acts of misconduct as per prevailing norms.
- xxiv. Payment would be released on monthly basis against bill in triplicate to be submitted by Selected Bidder to the Chief Financial Officer. No advance payment would be made. Release of payment is subject to verification of full payment made to P.F. & E.S.I. and all other statutory obligation, to authorities where applicable in respect of persons engaged.
- xxv. All kinds of legal proceedings in any matter arising out of this contract shall be settled by the appropriate court under the jurisdiction of High Court of Calcutta, or any of its subordinate courts having competent jurisdiction.
- xxvi. The Selected Bidder must have its offices in West Bengal. Agencies operating from outside the state without office(s) in West Bengal will not be considered. Selected Bidder must give the proper address of office in west Bengal and its registered office.
- xxvii. All incidental costs and expenses for preparation of the tender, discussion, conference, pre-tender site visit, pre-award discussion with WBSIDCL shall be to the account of the tenderer and WBSIDCL shall bear no liability whatsoever on such cost expenses.
- xxviii. No interest will be payable by the WBSIDCL on the deposited Earnest Money, Security Deposit and Additional Performance Security, if any, under any circumstances
- xxix. Conditional tenders shall be straightway rejected and no additional clause will be entertained.
- xxx. The Tenderer is advised to visit and acquaint himself with the actual location/place/site conditions and the cost of such visit shall be borne by him. It shall be deemed that the Tenderer has undertaken a visit to location/place/site and is aware of conditions prior to the submission of the tender document.
- xxxi. Bidders are to keep track of all the Addenda / Corrigenda issued with the NIT and upload the download copies of the above documents and merge the Addenda / Corrigenda with respective covers. Tenders submitted without the Addendum / Corrigendum, if any, shall be rejected. Tenders will be summarily rejected if any of the above items in the statutory cover is missing.
- xxxii. The WBSIDCL reserves the right to modify the Bid Document by "Amendment" for any reason whatsoever at any time prior to the last date of submission of Bid. The "Amendment" along with this Bid Document shall thereafter become part of the Bid document. Any addendum /corrigendum to the NIT will be published in the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) and website of the WBSIDCL, [www.wbsidcl.in](http://www.wbsidcl.in) and bidders have to download the same and duly signed sealed copy of the same will have to be submitted towards its acceptance in the Part I Cover. Bidders are requested to keep track of any addendum /corrigendum published time to time.
- xxxiii. The service charge as quoted in the BOQ shall remain fixed for the entire period of contract.
- xxxiv. Notwithstanding anything stated above or elsewhere, the WBSIDCL reserves the right to assess the capability and capacity of the bidder, should the circumstances warrant such assessment in the overall interest of the WBSIDCL.
- xxxv. In no event WBSIDCL shall be liable for special, incidental or consequential damages whether based on contract or not, negligence, strict liability or otherwise, and arising from any cause whatsoever by reason of the services rendered under the contract.

xxxvi. Number of required personnel of different categories as mentioned, may increase / decrease subsequently to the extent of  $\pm 20\%$  and in the event of such increase or decrease, the agency shall provide the requisite personnel at the same agreed-upon service charge, without any variation.

**11) FORCE MAJEURE:**

War, invasion, revolution, riots, sabotage, lockouts, strikes, work shut-downs imposed by Government Acts or Legislation or other authorities, acts of God, epidemics, fires, earthquakes, floods, explosions, accidents, sea navigation blockades or any other acts or events whatsoever which are beyond the control of PE & IR Department and which will directly or indirectly prevent completion of the consultancy services within the time specified in the agreement will be considered FORCE MAJEURE.

If the Contract is delayed or impeded in the execution of the work by circumstances of Force Majeure as herein defined, then the Agency/ Owner as the case may be, shall, within one week, give notice in writing to the Owner/Agency, of the existence of circumstances of Force Majeure, together with the evidence relied upon.

In the event that the Parties are unable in good faith to agree that a Force Majeure Event has occurred, the Parties shall submit the dispute in writing to the Head of the Corporation, provided that the burden of proof as to whether a force Majeure event has occurred shall be upon the Party claiming a Force Majeure Event.

Neither party shall be considered to be in default or in breach of his obligations under the Contract to the extent that performance of such obligations is prevented by any circumstances of Force Majeure which arise after the date of acceptance of Letter of Intent / Effective Date.

In the event that Force Majeure circumstances continue for a period of more than one month, both the parties may discuss and mutually agree upon the future course of action which may include termination of Contract.

**12) CANCELLATION/TERMINATION OF ORDER:**

In the event of your failure to execute any of the Contractual Obligations, WBSIDCL reserves the right to terminate the contract in full or part as deemed fit at your Risk and Cost by giving 07 (seven) days' Notice to you. No compensation will be paid on account of the termination. In case of termination of the contract, WBSIDCL reserves the right to get the work done by deploying other Agency/Agencies. Cost incurred for the above will be recovered from your Bill & Security Deposit.

**13) Forfeiture of Security Deposit and Earnest Money & Additional Performance Security, if any:**

On placement of order, if the Agency refuses to take up the job or withdraw his service in midway of the contractual period for any reason whatsoever, then the Earnest money and/or total Security Deposit shall to be forfeited as per discretion of the WBSIDCL and other penal action may be taken as deemed fit.

**14) Arbitration / Settlement of Disputes:**

There is no provision of Arbitration.

If any dispute(s) or difference(s) of any kind whatsoever arise between the parties hereto in connection with or arising out of this contract, the Managing Director, WBSIDCL shall negotiate between the parties hereto with a view to its amicable resolution and settlement within a period of 30 (thirty) days from the date on which the dispute(s) or difference(s) arose.

**15) Important Dates:**

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

| Sl. No. | Particulars  | Date & Time               |
|---------|--|---------------------------|
| 1.      | Date of uploading of NIET Documents online (Publishing Date)   | 12/02/2026 up to 06:00 PM |
| 2.      | Start Date of sale /download of Tender Documents (online)  | 13/02/2026 from 10:00 AM  |
| 3.      | End Date of Sale /Download of Tender Documents   | 26/02/2026 up to 1:00 PM. |
| 4.      | Bid submission start date (online)   | 13/02/2026 from 10:00 AM  |
| 5.      | Bid submission closing date (online)   | 26/02/2026 up to 1:00 PM. |
| 6.      | Date of opening of Technical Proposals (online)  | 26/02/2026 up to 3:00 PM. |
| 7.      | Date of uploading list for Technically Qualified Bidder(online)  | Will be informed later    |
| 8.      | Date of opening of Financial Proposals (Online)  | Will be informed later    |
| 9.      | 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    |



Executive Engineer, WBSIDCL

Memo No.: SB2/ 1378 / 1(10) /2025-26

Dated: 12 /02/2026

Abridged Copy forwarded for kind information to the :-

- |  |  |
|--|--|
| 1. Managing Director   | The WBSIDC LTD. Kolkata – 12                                   |
| 2. Estate Manager  | The WBSIDC LTD. Kolkata – 12                                   |
| 3. Chief Financial Officer   | The WBSIDC LTD. Kolkata – 12                                   |
| 4. Sr. Superintending Engineer                                       | The WBSIDC LTD. Kolkata – 12                                   |
| 5. Assistant Engineer (Civil)-I, Sri R.K. Saha                       | The WBSIDC LTD. Kolkata – 12                                   |
| 6. P.S to the M I C, Department of MSME & T,<br>Govt. of W.B.,       | Hemanta Bhavan, 1st floor, 12, BBD Bag (East), Kolkata-700001. |
| 7. P.S to the M O S, Department of MSME & T,<br>Govt. of W.B.,       | Hemanta Bhavan, 1st floor, 12, BBD Bag (East), Kolkata-700001. |
| 8. Sr. P.S to Additional Chief Secretary,<br>Department of MSME & T, | Shilpa Sadan, 7th floor, 4, Camac Street, Kol-700016           |
| 9. Estimating Section (Civil)  | The WBSIDC LTD. Kolkata – 12                                   |
| 10. Notice Board, Shilpa Bhavan, (4 <sup>th</sup> floor)             | The WBSIDC LTD. Kolkata – 12                                   |
| 11. Office Copy  | The WBSIDC LTD. Kolkata – 12                                   |



Executive Engineer, WBSIDCL

PRE-QUALIFICATION APPLICATION

(Annexure-I)

To  
The Executive Engineer,  
The WBSIDC Ltd.  
31, Black Burn Lane,  
Shilpa Bhavan, Kolkata- 700 012.

Ref: - N.I.E.T. No.: \_\_\_\_\_ of 2025-26 (Sl. No. 01) of Executive Engineer, WBSIDC Ltd.

for \_\_\_\_\_

\_\_\_\_\_ (Name of work)

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of \_\_\_\_\_ In the capacity

\_\_\_\_\_ duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

(a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.

(b) Tender Inviting & Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

**Enclo:- e-Filling:-**

1. Statutory Documents
2. Non Statutory Documents

Date: -

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

(Annexure-II)

Ref.: NIET of 2025-26, The WBSIDC Ltd.

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-2022-21 |
|---------|--|------------|------------|------------|
| 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 (manpower deployment Service)  | 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:<br>Name of signatory (in Capital):<br>Membership No:<br>Firm Registration No:<br>Mobile No:<br>UDIN: |
|---|--|

N.B: this form must be properly made in the letter head of the Auditor's / Chartered Accountant firm, clearly mentioning the address, e-mail ID and Contract number of the firm.

(Annexure-III)

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

Ref.: NIET of 2025-26, The WBSIDC Ltd.

- 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 M/S \_\_\_\_\_ nor any of constituent partner had been debarred to participate in tender by any Government Department /PSU/Autonomous Body/Local Body etc during the last 5(five) years prior to the date of this e-NIT.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands 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 vide e-NIT No..... of 2025-26 (Sl. No. ....) in the capacity of individual/as a partner of a firm and I have not applied severally for the same work.
- 6) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm.
- 7) The undersigned also hereby certifies that the Bid shall remain valid for a period not less than 180 (One Hundred eighty) days, after the dead line date for Bid submission.
- 8) I/We have inspected the site of work and have made myself/ourselves fully acquainted with local conditions in and around the site of work. I /We have carefully gone through the Notice Inviting Tender and other tender documents mentioned therein.
- 9) I/We promise to abide by all the stipulations of the contract documents and carry out and complete the work to the satisfaction of the department.
- 10) Certified that, the rate quoted by us in BOQ is inclusive of all the taxes & duties, administrative charge, transportation charge, uniform cost, accessories i.e. torch, umbrella, raincoat etc. and any other charges/overheads/profits/cost of items which are necessary for maintaining work, excepting GST.
- 11) I, hereby, further declare that all the above information declared hereinabove, is true to the best of my knowledge and belief and in the event of any of the above information is found to be false at a later stage, by the WBSIDCL, the WBSIDCL shall be at liberty to take any action as deemed fit at my/our sole risk and cost.
- 12) I/We, the undersigned, hereby declare that we understand the required number of personnel across various category may increase / decrease subsequently to the extent of  $\pm 20\%$  and in the event of such increase or decrease, I/we agree to provide the requisite personnel at the same agreed-upon service charge, without any variation.

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

(Annexure-IV)

## BIDDER INFORMATION SHEET

|    |   |                         |
|----|---|-------------------------|
| 1) | Name of the Organisation  |                         |
| 2) | Name of the Proprietor/Partners/ Directors (as applicable)  |                         |
| 3) | Registered Office details,<br>Address<br>Mobile Number<br>Email ID  |                         |
| 4) | West Bengal office details,<br>Address<br>Contact Nos.<br>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<br>Name & Designation<br>Mobile No.<br>E-mail ID                   |                         |

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

(Annexure-V)

## PROFORMA FOR CONTRACT AGREEMENT

THIS AGREEMENT made at this ..... day of ..... between the West Bengal Small Industries Development Corporation Limited (hereinafter called "the Procuring Entity") of the one part, and ..... of ....., (hereinafter "the Agency"), of the other part :

WHEREAS the procuring Entity invited bids for "..... (NIET No. : ..... Dated. : .....)" and has accepted the Bid offered by the Bidder /Agency for the same @..... % Above only (excl. GST but incl. all other charges) (hereinafter "the Contract Price"). After due consideration, the procuring entity has decided to entrust to the Agency with the Work of "....."

FOR THE CONSIDERATION payable under this agreement, the Agency hereby agrees to complete the execution of work in a satisfactory manner following scope of work within the specified period.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract referred to.
- 2) The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - a. the Procuring Entity's Work Order to the Agency;
  - b. the Bid Forms (including Price Bid) submitted by the Agency;
  - c. General Terms & Conditions.
  - d. Scope of Work.
  - e. NIET documents together with Corrigendum's / Addendums, if any.

This Contract shall prevail over all other Contract documents which are not covered under Clause 2 above. In the event of any discrepancy or inconsistency within the Contract documents referred under Clause 2, then the contract shall be governed by the documents in the order listed above.

- 3) In consideration of the payments to be made by the procuring Entity to the Agency as indicated in this Agreement, the Agency hereby covenants with the procuring Entity to provide the goods and services / to execute works and to remedy defects therein in conformity with the provisions of the Contract in all respects.
- 4) There would be no increase in rates payable to the Agency during the contract period except reimbursement of the statutory wages revised by the Govt.
- 5) The agency also agrees to comply with General Terms and Conditions, Scope of work of contract in addition to other statutory and contractual obligations mentioned in the tender document.
- 6) Decision of WBSIDCL, the Procuring Entity, in regard to interpretation of the terms and conditions and the Agreement shall be final and binding on the Agency.
- 7) The Agency shall not transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other contractor without prior written consent of the Procuring Entity.

- 8) The Procuring Entity hereby covenants to pay the Agency in consideration of the provision of the goods and services/ execution of works and the remedying of defects therein, the Contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the Contract.
- 9) The agency shall ensure that all grievances and complaints of his workmen/personnel are redressed only by it and in no circumstances it shall allow to forward such grievances to any of the authorities of the WBSIDCL.
- 10) In case WBSIDCL is required to any payment to the workmen of the agency which otherwise is the responsibility of the agency, the same shall be adjusted against the security amount deposited by the agency with the Corporation or shall be deducted from the payment due to the agency.
- 11) The agency shall deposit the GST within the stipulated period with concerned authority as applicable from time to time.
- 12) Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the words, terms, specifications, operations, and instructions, mentioned in this contract and as to the quality of workmanship or performance of the Contractor any other question, claim, right, matter, or thing whatsoever in any way arising out of or relating to the contract, specifications, operating instructions, orders of these conditions, or otherwise concerning the performance of the contract, the execution of failure to execute the same whether arising during the existence of contract or after the termination or abandonment thereof, shall be referred to the sole arbitrator appointed by the Managing Director of the WBSIDCL.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the applicable laws of the land of the Procuring Entity on the day, month and year indicated above.

Signed by for and on behalf of the WBSIDCL.....

Signed by for and on behalf of M/s.....

In presence of

1)

2)