



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

A Government of West Bengal Undertaking

"SHILPA BHAVAN"

31, Black Burn Lane,
Kolkata – 700 012

Phone No. : (033) – 2236 6769

Fax No. : (033) – 2237 6412

Website: www.wbsidcl.in

e-mail :- wbsidcltd@gmail.com

Memo No: SB2/2263/7/26-27

Dated 13/07/2026

**NOTICE INVITING FOR HP-DESIGNJET PLOTTER (MFP) TENDER No 02/IT of 2026-27 OF THE
WBSIDCL LTD.**

The Office-In-Charge IT, WBSIDCL Ltd., invites e-Tender from HP Authorized Dealers / Suppliers of west Bengal for supply, installation, and commissioning of one (1) Desktop PC, (1) Tablet (2) Color Laser jet MFP Printer and (2) Laptop at WBSIDCL Ltd., Kolkata. (Submission of Bid through **online**)

Sl. No	Name of the ITEM	Estimated Amount (inRs.)	Earnest Money (inRs.)	Price of Technical & Financial Bid documents and other Annexures	Period of Completion	Name of the Concerned Division	Eligibility of Contractor
1.	Desktop PC, Color Laser Jet, Laptop & TAB	Rate to be quoted	N.A	NIL	15(fifteen) days from issuance of Work Order	WBSIDCL IT CELL	HP Authorized Dealers / Suppliers of West Bengal

Specification & Quantity of items.

Sl No.	Item	SPECIFICATION	Quantity (in pcs/sft)
1	Desktop PC	Desk top - inspiron 27 - 7720 ALL IN ONE	1
2	Colour Laser Jet Printer	PRINTER : COLOR LASERJET PRO MFP M479dw	2
3	Laptop	Laptop : HP Omni Book 5 14-fp0790TU, Intel Core i5-1334U Processor, 16 GB RAM, 1 TB SSD,	2
4	GALAXY TAB	Samsung Galaxy Tab S9 FE+ Plus Android Tablet (12.4" Touchscreen, 8GB RAM, 128GB Storage, 18-hr Long Battery Life, S Pen, 1 Front Camera + 2 Rear Cameras, Durable Design) SM-X610, Gray	1

THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.

**Regd. Office:
“SHILPA BHAVAN”
31, Black Burn Lane, 2nd Floor
Kolkata- 700012.**

1. **Both the Technical & the Financial Bid duly signed digitally** are to be submitted concurrently in the Website <https://etender.wb.nic.in>

2. **Eligibility criteria for participation in tender :**

- The bidder must be an OEM Authorized Dealer/Supplier.
- Must submit a valid HP Authorization Certificate issued by OEM.
- Must have experience in supply and installation of SIMILAR ITEMS in Government/PSU/Semi-Govt/Other organizations within the last three years. (Attach supporting work orders.)
- Must have:
 - GST Registration Certificate
 - PAN Card
 - Professional Tax Clearance
 - Local Service Support within West Bengal.
- Technical compliance and warranty declaration in OEM letter head with authorized signatory must be submitted.
- Must provide Manufacturer's Warranty and service support commitment.

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 ‘Tender Committee’, formed for the purpose. The decision of the ‘Tender Committee’ 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 NIET.

- 3) Payment of bill will be made after successful completion of the work subject to availability of fund and no claim whatsoever will be entertained, if any. Deduction of Income Tax, GSTIN (if required) will be made at source in accordance with the existing rules / Orders. Intending tenderers may consider these criteria while quoting their rates.
- 4) **Adjustment of Price (increase or decrease)** :- No escalation of cost will be allowed even during the period of extension , if granted by WBSIDCL.
- 5) If any difference arises concerning supply of materials, the same will be settled by mutual consultations and negotiations or as per West Bengal Govt. norms.
- 6) **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 ‘Tender Committee’ as non-responsive.

Important Information :-

A. (Date & Time Schedule)

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIT Documents online (Publishing Date)	13.07.2026 05.00 P.M
2	Start Date of sale /download of Tender Documents (online)	13.07.2026 06.00 P.M
3	End Date of Sale /Download of Tender Documents	20.07.2026 02.00 P.M
4.	Bid submission start date (online)	14.07.2026 10.00 A.M
5.	Bid submission closing date (online)	20.07.2026 05.00 PM
6.	Date of opening of Technical Proposals (online)	21.07.2026 12.00 P.M.
9.	Date of uploading list for Technically Qualified Bidder (online)	Will be informed later on
10.	Date of opening of Financial Proposals (Online)	Will be informed later on
11.	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

B. Location of critical events :

Bid Opening : Office of the General Manager
The West Bengal Small Industries Development Corporation Ltd.
Silpa Bhavan,
31, Black Burn Lane, Kolkata – 700 012

- 7) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. Office-in-Charge-OT, WBSIDC Ltd. reserves the right to reject any application for purchasing Bid documents and to accept or reject any 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.
- 8) The intending tenderers are required to quote the rate *online only*. *No offline tender will be entertained.*
- 9) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other papers of any tenderer found incorrect/manufactured/fabricated, that the tenderer will not be allowed to participate in the tender and his application will be out rightly rejected without any prejudice. Besides The WBSIDC Ltd. may take appropriate Legal Action against such defaulting tenderer.
- 10) Before issuance of the work order, the tender inviting authority may verify the original credentials & other documents of the lowest tenderer if found necessary. After verification, if it is found that such documents submitted by the lowest tenderer is either manufactured or false in that case, work order will not be issued in favor of the tenderer under any circumstances. Besides the WBSIDC Ltd. may take appropriate legal action against such defaulting tenderers.
- 11) 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.

- 12) Intending renderers are required to submit online attested/self-attested photocopies of valid partnership deed (in case of partnership firm), current Professional Tax Deposit Challan / Professional Tax Clearance Certificate, PAN Card, GSTIN registration Certificate along with current GST payment receipt, Trade License showing manufacturing activity from the respective Municipality, Panchayat etc. [Non statutory documents].
- 13) If the dates fall on holidays or natural calamity, the dates defer to next working days.
- 14) In case of inadvertent typographical mistake, the same will be corrected as per norms. The intending tenderer is required to quote the rate in figures as well as in words as mentioned in BOQ.
- 15) No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.
- 16) The Office-In-charge IT, WBSIDC Ltd. reserves the right to cancel the N.I.E.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 17) All bidders are requested to be present either personally or through their authorized representatives in the office of the OC-IT, WBSIDC Ltd. during opening of the Tender, to observe the tender opening procedure.
- 18) Legal issues, if any, arising out of and /or in case of the instant subject to Kolkata Jurisdiction only.
- 19) **Qualification Criteria**

The Tender Inviting & Accepting Authority through a 'Tender Committee' will determine the eligibility of each bidder, the bidders shall have to meet all the minimum criteria regarding: -

- a) **Financial Capacity**
- b) **Technical Capability comprising of personnel & equipment**
- c) **Experience**

The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in a, b, c as above, and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is noticed either manufactured or false, in such cases the eligibility of the bidder/ tenderer/Supplier will be out rightly rejected at any stage without any prejudice. The bidder will also be liable for the criminal proceedings as per law.

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 Manufacturer to participate in e-Tendering.

1. **Registration of Manufacturer/ Supplier.**

Any Manufacturer/ Supplier 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://etender.wb.nic.in> (the web portal of e-tendering). The contractor is to click on the link for e-Tendering site as given on the web portal.

2. **Digital Signature certificate (DSC)**

Each manufacturer is required to obtain a (class –I, class-II , Class-III and bonafide resourceful outsiders) 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. DSC is given as a USB e- Token.

3. The Manufacturer can search & download NIET & 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 Tenders**

General process of submission: Tenders are to be submitted 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. **Non statutory Cover Containing**

- i) Valid Professional Tax (PT) deposit challan for the financial year 2022-23, Pan Card, IT return, for the Assessment year 2023-24, GSTIN Registration/clearance Certificate.
- 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) Affidavits (Ref: - format shown in “Annexure- D)
- vii) 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.
- viii) Valid documents of SSI Registration. (UDYAM)
- ix) The bidder should have ISO 14001: 2015 , ISO 9001: 2015 , ISO 45001: 2018 and ISO 50001: 2018, ZED certificates.

AGREEMENT

- i. *Download & upload the same Digitally Signed except quoting rate, quoting rate will be only encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in technical bid document the tender is liable to be summarily rejected.*

A2. Statutory Cover Containing

- i. Bidder should have valid VAT / Sales Tax registration certificate with Acknowledgement, PAN, P-TAX, Labour License PF, ESI, GST Registration Certificate, Bank Solvency, MSME (UDAYM) Certificate, PAN, Partnership deed, Company Registration Certificate, Credential, Completion Certificate, Machineries, P/L 2021-22, P/L 2022-23, P/L 2023-24.
- ii. Special Terms, condition & specification of works.
- iii. The bidder should have experience of similar nature of works.
- iv. **Credential for completion of similar nature of work under the authority of State/ Central Govt. undertaking / Statutory bodies constituted under the statute of the State/ Central Govt. prior to the date of issue of this NIET.**

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

B. Tender committee (TSC)

- i) Opening of Technical proposal:-
Technical proposals will be opened by the Marketing Manager I, The WBSIDC Ltd. or his authorized representative electronically from the web site using their Digital Signature Certificate.
- ii) Intending tenderers may remain present if they so desire.
- iii) Cover (folder) statutory documents should be opened first & if found in order. Cover (Folder) for non-statutory documents will be opened. If there is any deficiency in the documents the tender will summarily be rejected.
- iv) Decrypted (transformed in to readable formats) documents of the non-statutory cover will be downloaded & handed over to the tender committee.
- v) Uploading of summary list of technically qualified tenderers.
- vi) Pursuant to scrutiny & decision of the tender committee the summary list of eligible tenders & the serial number of works for which their proposal will be considered will be uploaded in the web portals.
- vii) While evaluating the committee may summon the tenderer & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these cannot be produced within the stipulated time, their proposals will be liable for rejection.

C) Financial proposal

- i) The financial proposal should contain the following documents in one cover (folder) i.e. Bill of quantities (BOQ) the contractor is to quote the rate (Presenting Above/ below/ at par) or **item wise**

rate whichever is applicable, 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

5) 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 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 Tender Inviting & Accepting Authority through acceptance letter.
- iii) The notification of award will constitute the formation of the Contract.

General Manager

Memo No. :

Dated:/...../2026

Copy forwarded to the PRO for information with the request for circulation of the NIET 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.

General Manager

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

Memo No. : Dated :...../...../2026

- | | |
|--|-----------------------------------|
| 1) Principal Secretary, Deptt. of MSME & T, 4, Abanindranath Tagore Sanani, Kolkata- 16. | |
| 2) General Manager OC-IT | The W.B.S.I.D.C. Ltd. Kolkata-12. |
| 3) Chief Financial Officer | The W.B.S.I.D.C. Ltd. Kolkata-12. |
| 4) P.A to the Hon'ble Chairman | The W.B.S.I.D.C. Ltd. Kolkata-12. |
| 5) P.A to the Marketing Manager | The W.B.S.I.D.C. Ltd. Kolkata-12. |
| 6) Estimating Section, Engineering Division, | The W.B.S.I.D.C. Ltd. Kolkata-12. |
| 7) Notice Board, SilpaBhawan, ^{2nd} floor, | The W.B.S.I.D.C. Ltd. Kolkata-12. |
| 8) Office Copy. | |

**Marketing Manager
The W.B.S.I.D.C. Ltd.**

Annexure - A

SPECIAL TERMS AND CONDITIONS OF TENDER

- 1) The rates should be quoted item wise separately mentioned in the online BOQ.
- 2) No payment will be made for unapproved materials.
- 3) The rate quoted by the bidder shall include the cost of loading, unloading, carrying stacking, in the site, royalty, and all other taxes etc.
- 4) No extra payment will be made for carrying of materials involving head load/ trolley etc.
- 5) Work must be completed within scheduled time.
- 6) Actual quantity of supply of furniture may be changed subject to decision of the authority.
- 7) Quantity of supply may vary depending on the requirement.
- 8) The bidder has to submit credential/ completion certificate forexecution of similar type of work in any Govt. offices.
- 12) No payment shall be paid in advance and no loan from any bank or any financial institutions will be recommended against the work order. All payments shall be made by institutional way. The Corporation shall be at liberty to withhold any of the payments in full or part subject to recovery of penalties towards execution of supply order.
- 13) I.T. will be deducted at source as per Govt. of West Bengal Rule.
- 14) The Corporation will have the right to call upon information regarding status of delivery at any point of time.
- 15) Tender with overriding condition will be summarily rejected.
- 16) The basic rates and statutory tax shall be quoted separately.
- 17) Delivery will be made at the point of delivery at proper destination level and as per instruction in the work/ supply order. No extra charges will be entertained.
- 18) Extension of time for delivery will be granted on the basis of the written prayer of the Manufacturer / Supplier/ Bidder based on the valid reason. However, no claim of price escalation will be entertained in any manner what-so-ever.
- 19) The applying Firm shall not assign the work or any part of it to any other person or party without having written permission of the authority.
- 20) The cost of tender paper received after the stipulated time and date, as mentioned in the e-NIT, due to any reason whatsoever, shall not be considered and the same are liable to be rejected.
- 21) The words “Agency” / “Supplier” / “Dealer”/ “Manufacturer”/ and “Bidder” wherever appearing in these contract documents shall be deemed to be synonymous and shall have the same meaning as word “Manufacturer”.
- 22) Technical bids will be evaluated first. Financial bids of only those agencies will be evaluated who are found technically eligible.
- 23) Bidders should produce valid documents of experience of work with The West Bengal Small Industries Development Corporation Limited or any other Govt. organization in the similar nature of work.

- 24) All Supporting documents should be enclosed by self-attested.
- 25). Service center should be in and around West Bengal.
- 28) Bidders should Provide Evidence of GST registration certificate indicating also the TIN number (for vendors from within the State of West Bengal).
- 29) The bidders may be asked to submit rate analysis if required by the competent authority.
- 32) Order may be distributed among the other qualified bidders also at L1 rate if decided by the Tender Committee / Management.
- 35) If there is any objection regarding qualification of any bidder the same should be lodged online to Officer-In-charge IT, The WBSIDCL at marketing@wbsidcl.in within 48hrs (Forty Eight) Hours from the date of opening of Technical Evaluation and beyond the said time schedule no objection will be entertained.
- 36) The bidder must have Manufacturing unit in West Bengal.

DECLARATION

I/We agree all the terms & conditions as mentioned above and all the information supplied by me/us are true to my/our best of knowledge.

Seal & Signature of the Bidder
(With Name and Address)

Annexure - B
Specification of ITEMS.

Seal & Signature of Manufacturer/ Supplier
(With Name and Address)

Annexure - C

**Technical Bid Form (To be filled up) (Technical bid)
Technical Bid for supply of Furniture.**

Sl. No.	Particulars	Information
1.	Name of the Manufacturer with Address and Telephone No: Email-Id	
2.	Name and Designation of the authorised signatory	
3.	Mobile Number of the Authorised Signatory.	
4.	GSTIN Registration Number	
5.	CST Number	
6.	PAN number of the company	
7.	Current GST payment Receipt	
8.	Name of product intended to be supplied as per technical specifications	
9.	Supply details to the Govt Agencies or other reputed agencies including The WBSIDC Ltd. for the last 3 (Three) years. (enclose copies of supply orders).	
10.	Audited balance sheets for the last 3(Three) years. (enclosed copies).	
11.	Bank details of the company a) Name of the Bank b) Branch address c) Account type d) Account Number e) IFSC Code [Also please enclose a cancelled cheque of above account for ready reference]	
12	Other information if any	

Annexure - D

AFFIDAVIT

(To be furnished in Non – Judicial Stamp paper of appropriate value DULY NOTARIZED

Ref: (NIET NO:01/IT of 2025-26)

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 requested 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.
6. Certified that I/ We have paid all the dues under Income Tax Act/ GSTIN / Service Tax, PF, ESI or under any other laws applicable to the organisation till date.

Signed by an authorized officer of the firm

Title of the Officer

Name of the firm with Seal

Date

Annexure - E**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 two financial years.

(Attach copies of the audited financial statement of the last two financial years)

	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 + Recovery & Surplus)		
e) Bank loan/ Guarantee:		

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

