



THE WEST BENGAL SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED

A Government of West Bengal Undertaking

"SHILPA BHAVAN"

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Memo No...SB2/4005/26-27

Dated:-13/10/26

NOTICE INVITING TENDER No. 05/IT/WBSIDCL of 2026-27 OF THE WBSIDC LTD.

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

2. Name of work & the EMD are as given below:

Sl. No	Name of the ITEM	Estimated Amount (inRs.)	Earnest Money (inRs.)	Price of Technical & Financial Bid documents and other Annexures	Period of Service tenure	Name of the Concerned Division	Eligibility of Contractor
1.	HP Omni Book 7 Laptop AI 14-fr0116TU (Product No. BK6N6PA#ACJ), Intel Core Ultra 7 255H Processor, 32 GB RAM, 1 TB SSD, Intel Arc 140T Graphics, 14-inch 3K OLED Display (2880 × 1800), 120 Hz Refresh Rate, 0.2 ms Response Time, Windows 11 Home Single Language and MS Office Home	Rate to be quoted	N.A	NIL	For one year issuance of Work Order	WBSIDCL IT CELL	

	2024.						
2.	Pen Drive - 64GB Quantity: 01 (One) No.	Rate to be quote d	N.A	NIL	For one year issuance of Work Order	WBSIDCL IT CELL	

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

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

- a) The bidder shall have to produce the evidence of satisfactory completion of similar jobs by themselves during the last 3(Three) years prior to the date of issue of this Notice under the authority of State/Central Govt., State/Central Gov. undertaking /Statutory Bodies constituted under the statute of the Central / State Government / Govt. Affiliated Institution, necessary supporting documents are required to be attached in this regard (Non statutory Documents.)
- b) An undertaking should be given stating therein that the Firm has not been debarred or penalized for any reason and consequently thrown out of work by any Government Department.
- c) Appointment / Engagement of sub-contractor is strictly prohibited.
- d) Pan Card, Professional Tax receipts Challan for the year 2025-26, GSTIN registration Certificate along with current GST payment receipt to be accompanied with the Technical Bid document. Income Tax (Salaried) Acknowledgement Receipt for assessment year (2025-26) to be submitted. [Non Statutory Documents]
- e) The **Working Capital** of the tender shall not be less than **15 (Fifteen) percent** of the amount put to tender out of which minimum 10% shall be own resource. Solvency Certificate from any Nationalized Bank is to be attested with the Bid Documents at the time of submission of Bid through online.
- f) The prospective bidders shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. **(A declaration in this respect through affidavit on requisite non-judicial stamp paper will have to be furnished by the prospective bidders without which the Technical Bid shall be treated non- responsive).**
- g) In case of Proprietorship, Partnership Firms and The Company Tax Audit Report in 3CD Form are to be furnished along with the balance sheet and profit and loss account, and all the schedules forming the part of Balance Sheet and Profit & Loss Account, latest audit report in

favour of applicant(As per section 44AB of Tax Audit) . No other name along with applicant name, in such enclosure will be entertained. (Non-Statutory documents).

- h) Registered Partnership Deed (for Partnership Firm only) along with Power of Attorney to be submitted along with application. (Non-Statutory documents).
- i) Where there is a discrepancy between the unit rate & the line-item total resulting from multiplying the unit rate by the quantity, the unit rate quoted shall govern. Where there is a discrepancy between the rate in figures & words the rate in words will govern.
- 4) The Bid should be submitted in two parts. 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) Issuance of work order as well as payment of bill will be made after successful completion of the work subject to availability of fund and no claim whatsoever will be entertained for any delay of issuance of work order as well as payment, 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 , granted by WBSIDC if granted.
- 5) If any difference arises concerning service related issues, the same will be settled by mutual consultations and negotiations or as per West Bengal Govt. norms.
- 6) No **Mobilization Advance and Secured Advance** will be allowed.
- 7) **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.
- 8) Performance security of 10% shall be obtained from L1 bidder as the bid rate is 80% or less as per order issued by West Bengal Finance Department Audit Branch vide no :4608- F(Y) dated : 18.07.2018.

9) Important Information :-

A. (Date & Time Schedule)

Sl. No	Particulars	Date & Time
1.	Date of issue / publish /upload of NIT Documents (Publishing Date)	13/10/2026 at 11.00 A.M
2.	Date of submission of Bid	14/10/2026 at 11.00 A.M
3.	End Date of submission of bid documents	03/11/2026 at 4.00 P.M

4.	Date of opening of Technical Proposals / Bid	03/11/2026 at 5.00 P.M
5.	Date of opening of Financial Proposals	To be informed later

B. Location of critical events :

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

- 10) 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. Managing Director, 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.
- 11) The intending tenderers are required to quote the rate *online only*. *No offline tender will be entertained.*
- 12) 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.
- 13) 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 favour of the tenderer under any circumstances.
- 14) 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) Tender Form No.1 WBSIDC Ltd.
 - b) NIET
 - c) Technical bid
 - d) Financial bid.
- 15) Intending tenderers are required to submit 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, Panchayet etc. [Non statutory documents].
- 16) If the dates fall on holidays or natural calamity, the dates defer to next working days.
- 17) 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.
- 18) No **CONDITIONAL/ INCOMPLETE TENDER** will be accepted under any circumstances.

- 19) The Managing **Director**, 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.
- 20) All bidders are requested to be present either personally or through their authorized representatives in the office of the Executive Director, WBSIDC Ltd. during opening of the Tender, to observe the tender opening procedure.
- 21) Legal issues, if any, arising out of and /or in case of the instant subject to Kolkata Jurisdiction only.
- 22) **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) **Experience**
- b) **Technical Capability comprising of personnel & equipment**
- c) **Financial Capacity**

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.

C. INSTRUCTION TO BIDDERS

SECTION - A

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

1. Registration of 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 contractor/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 contractor 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. Statutory Cover Containing

- i. Tender documents (*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 form No. 1 the tender is liable to be summarily rejected*).
- ii. Special Terms, condition & specification of works.
- iii. AGREEMENT

A2. 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 2022-23, 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) List of Technical Person present in the pay roll along with their qualification and experience.
- viii) At least 03 numbers of 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. statutory cover and A2, i.e. Non-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 Executive Director-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.

- iv) In the Agreement in Tender Form 1 of the WBSIDC Ltd. will incorporate all agreements between the Tender Accepting Authority and the successful Bidder.
- 6) **Payment Terms:** Payment will be made annually after submission of bill and payment of GST for the same.

General Manager