

SARASWATY PRESS LIMITED
(A Govt. of West Bengal Undertaking)
11, B.T. Road, Kolkata – 700 056

E-TENDER BIDDING DOCUMENT TO ASCERTAIN THE RATE PER
SQFT FOR HIRING OF APPROX. 5000 SQFT
COVERED INDUSTRIAL SHED AT BARDHAMAN, BANKURA,
BERHAMPORE, KRISHNANAGAR AND MIDNAPORE FOR PRINTING
PRESS & PRODUCTION RELATED ACTIVITIES

Bid Reference No. SPL-202511-0060

Date:29-11-2025

CONTENTS

Sl.	Documents	Pages
1.	Section -1 : Notice Inviting e-Tender (e-NIT)	3 - 8
2.	Section -2 : Schedule of Requirements(SOR)	9
3.	Section -3 : General Conditions of Hiring(GCH)	10-13
4.	Documents checklist	14

SECTION - 1

E-TENDER BIDDING DOCUMENT TO ASCERTAIN THE RATE PER
SQFT FOR HIRING OF APPROX. 5000 SQFT COVERED INDUSTRIAL
SHED AT BARDHAMAN, BANKURA, BERHAMPORE,
KRISHNANAGAR AND MIDNAPORE FOR PRINTING PRESS &
PRODUCTION RELATED ACTIVITIES

SARASWATY PRESS LIMITED
(A Government of West Bengal undertaking)
11, B.T. Road, Kolkata -700 056
Helpline assistance to fill bid: +91 9147708539
Email ID - purchase@saraswatypress.com

Bid Reference No. SPL-202511-0060

Date:29-11-2025

- 1.1 Saraswaty Press Limited ("SPL"), having its office at 11, B.T. Road, Kolkata – 700 056, West Bengal, intends to hire approx. 5,000 sqft Covered Industrial Shed for Printing Press & Production related activities. The premises shall be in a prime and easily accessible location, suitable for material movements. Preferred Locations:- Bardhaman, Bankura, Berhampore, Krishnanagar and Midnapore. The details are mentioned in Schedule of Requirements (SOR).
- 1.2 In terms thereof, SPL hereby invites bids through 'e-tendering' from eligible Bidders "To ascertain the rate for hiring of approx. 5,000 sqft Covered Industrial Shed at Bardhaman, Bankura, Berhampore, Krishnanagar and Midnapore for Printing Press & Production related activities". The Tender will comprise of the Technical Bid and the Financial Bid. Bidders shall submit the Technical Bid through 'e-tendering' while the Financial Bid in the form of the Bill of Quantities (BoQ) given in the e-tendering portal.
- 1.3 Earnest Money, shall be Rs. 10,000/- (Rupees Ten Thousand only) to be deposited by way electronic fund transfer mode. In case of electronic fund transfer copy of proof of payment through bank to be submitted. Bank details for

electronic fund transfer is given below :

HDFC Bank Ltd, Dunlop Branch, 57500000165124, IFSC Code HDFC0001130.

EMD is exempted for MSMEs & State/Central Government organizations/
Public Sector Enterprise.

- 1.4 The Technical Bid and Financial Bid(s) duly digitally signed will have to be submitted simultaneously by uploading the same in the website www.wbtenders.gov.in in the prescribed manner for the same. Technical Bid and Financial Bid(s) must be submitted within the date and time stated in Sl. 1.11 of the e-NIT.
- 1.5 All documents submitted by bidders should be properly indexed and digitally signed. Both Technical Bid and Financial Bid(s), are to be duly digitally signed and submitted in the respective folders viz., technical (statutory and non- statutory) folder and financial folder simultaneously in the website www.wbtenders.gov.in.
- 1.6 Financial Bids will be considered only if the Technical Bid (both statutory and non-statutory) of a bidder is found qualified by the Purchase Committee. The decision of the Purchase Committee will be final and absolute in this respect. The list of responsive / technically qualified and non-responsive bidders will be uploaded on the website on the scheduled date and time, unless otherwise changed.
- 1.7 Eligibility criteria for participation : The prospective Bidder may be an Individual, Company, Institution, Service Providers etc.
 - (i) Bidders shall have to meet the minimum eligibility criteria in respect of all of the following:
 - (a) Financial Capacity
 - (b) Technical Capability including Experience/ Credentials
 - (ii) The eligibility of a bidder will be ascertained on the basis of the digitally signed documents in support of the eligibility criteria as mentioned in (a)

and (b) above. If any document submitted by a bidder is found at any stage to be manufactured or false or untrue in any material respect, the bid of the bidder will be rejected outright without any prejudice to any right of the company including to forfeit the EMD/ Bid Security.

(iii) Eligibility criteria for participation :-

- a) Copy of PAN Card
 - b) Copy of RTGS/ ECS details towards EMD/ Bid Security/Proof documents for EMD Exemption
 - c) Copy of Ownership documents or Marketable Title to given rent of the Covered Industrial Shed duly signed by the Owner
- A Lease /Rent Agreement will be executed between the Lessor & the Lessee which shall be effective from the date of execution hereof. However, the Lessor shall be entitled to Rent from the date of handing over of the physical possession of the said Premises to SPL. The Agreement shall be valid initially for a period of Five (5) years. Upon expiry of the Agreement, the same may be extended for further periods on mutual Agreement between both the parties.

- 1.8 Upon opening of the Financial Bids, the lowest bidder (L1) will be determined. The Purchase Committee reserves the right to negotiate with L1 bidder to fix the L1 rate. The contract shall be awarded based on the lowest offer received.
- 1.9 In the Bill of Quantities the rate will be quoted in Indian Rupees for the Rent per sqft of Covered Area per month. Initially the Rent period will be Five (5) years. After completion of Five (5) years the same may be renewed on mutual Agreement between both the parties. The rates should be firm and all inclusive other than GST.

1.10 Bids are to remain valid for a period of Six(6) months after the last date of Bid submission .

1.11 Important Information Date & Time Schedule :

Sl.	Particulars	Date & Time
i.	Publication of Bidding Documents	29-11-2025
ii.	Pre - Bid Meeting: (Online through e-mail communication)	08-12-2025 at 12:00 hrs.
iii.	Start date of submission of bids	15-12-2025 at 12:00 hrs.
iv.	Last date of submission of bids	30-12-2025 at 11:00 hrs.
v.	Date and Time of Opening bids	30-12-2025 at 12:00 hrs.
vi.	Technical Bid Evaluation	To be informed later
vii.	Inspection of Premises by SPL (Interested parties may contact :Assistant Manager Personnel,SPL, Ph No. 62908 82871 or mail at splbel@saraswatypress.in	To be informed later
viii.	Uploading list of responsive/ non-responsive bidders	To be informed later
ix.	Financial Bid Opening and evaluation	To be informed later
x.	Award of Contract	To be informed later

1.12 Saraswaty Press Ltd (SPL) however reserves its right to change any of the aforesaid date for any reason by uploading revised dates in the website and displaying on the Notice Board of SPL.

1.13 The Purchase Committee reserves the right to reject any or all bids and to accept or reject any or all offers without assigning any reason whatsoever and would not be liable for any cost that might have been incurred by any bidder for bidding.

1.14 The EMD/ Bid Security of unsuccessful bidders will be returned without any interest, within 15 working days. For successful bidders the EMD will be converted as "Bid Security".

1.15 In addition to the above, bidders are advised to note carefully the instructions contained in the Tender Documents before tendering bids.

1.16 Conditional/incomplete bids will not be accepted under any circumstances.

1.17 The bidders shall have to comply with all relevant laws, regulations, practices and procedures of the Government of West Bengal in connection with tenders. By participating in the Bid, the bidder confirms unconditional acceptance of all the Terms and conditions of the Tender.

1.18 During tender evaluation or even during execution of the Agreement, if any record submitted by any bidder is found to be incorrect, manufactured, fabricated, untrue or false the bid of such bidder will be rejected and if Order has already been awarded, the Order will be cancelled, without any prejudice to any rights of Saraswati Press Ltd. In that case the BID Security /EMD will be forfeited.

1.19 The Purchase Committee reserves the right to cancel the bidding process at any time; without assigning any reason, whatsoever, and without entertaining any claim in this respect. At any time prior to the deadline for submission of bids and in case of extension of deadline for the submission of bids up to bid opening, the Purchase Committee may amend the Bidding Documents by issuing addenda/ corrigenda. In

order to give prospective bidders reasonable time in which to take an addendum/ corrigendum into account in preparing their bids or for other causes and considerations, the Purchase Committee may also, at its discretion, extend the time for the submission of bids.

1.20 The EMD/ Bid Security/Performance Security will be forfeited in the following events : -

- (a) If a bidder withdraws its bid during the period of bid validity specified by the bidder
- (b) If a bidder engages in a corrupt practice, fraudulent practice, coercive practice, collusive practice or restrictive practice
- (c) If it is found that any record submitted by any bidder is incorrect, manufactured or fabricated, false and /or untrue.
- (d) If the bidder is otherwise in breach of the terms of the Bidding Documents.

1.21 Bidders must submit all records, data and documents on which they wish to in support of their Technical Bid. Bidders will not be allowed to supplement data and documents submitted, with additional data and documents during tender evaluation, except for those documents specially sought for by Purchase Committee.

1.22 Within scheduled submission timeline if bid re-submitted, the last submitted bid will be considered both for technical as well as financial evaluation.

1.23 In case of non-meeting of specifications by the bidder, the order may be allotted to other eligible bidder (s) under intimation to defaulting bidder as per Purchase Committee decision.

SECTION - 2
SCHEDULE OF REQUIREMENTS(SOR)

1)

Sl No.	Name of Location	Available Covered Industrial Shed(Sqft)	Rent per Sqft (covered area)per month plus GST as applicable (Rs.)
1)	Bardhaman		
2)	Bankura		
3)	Berhampore		
4)	Krishnanagar		
5)	Midnapore		

The bidder before handing over the possession of Covered Industrial Shed for Printing Press & Production related activities must ensure the following :-

- Proper availability of Electrical Connection, Drainage System, Security Arrangement, Toilets & Drinking Water facility
- Availability of adequate Open Space & suitable road for Loading and Unloading of Materials and movement of 30 MT Truck Loads.
- Roof of Covered Industrial Shed shall be leak proof, floor & wall damp proof. Must be suitable of Printing Press operation.

2) Enclose Separate Sheet for Terms of Offer

SECTION - 3
GENERAL CONDITIONS OF HIRING (GCH)

1) Scope of Hiring

Subject to the provisions in the Bidding Documents, the Hiring to be performed, shall be as specified in the Bidding Documents/Order.

2) Delivery

The Contract for the hiring of Premises can be terminated at any time by the Purchase Committee, in case of any discrepancy observed in the hiring process after giving an opportunity to the Bidder of being heard.

3) Taxes & Duties

- a) The Bidder shall be entirely responsible for all taxes, duties, license fees, etc.
- b) If any tax exemptions, reductions, allowances or privileges may be available to the Bidder in India, the Purchase Committee shall use its best endeavour to enable the Bidder to benefit from any such tax savings to the maximum allowable extent.

4) Limitation of Liability

Except in cases of gross negligence or willful misconduct or indulging in corrupt practice:-

neither party shall be liable to the other party for any indirect or consequential loss or damage, loss of use or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Bidder to pay penalty or other damages to the Purchase Committee;

5) **Force Majeure**

a) The Bidder shall not be liable for termination for default if and to the extent that delays in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

b) For the purposes of this Contract, Force Majeure would be limited to the happening of the one or more of the exceptional events or circumstances listed below at the place where performance of the Contract cannot be said to be carried out by reason of operation of such event: -

- (i) War, hostilities (whether war be declared or not), invasion, act of foreign enemies;
- (ii) Rebellion, terrorism, revolution, insurrection, military or usurped power, or civil war;
- (iii) Riot, commotion, disorder, strike or lockout by persons other than the Bidders personnel and other employees of the Bidder;
- (iv) Natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.

c) If a Force Majeure situation arises, the Bidder shall promptly notify the Purchase Committee in writing of such condition and cause thereof. Unless otherwise directed by Purchase Committee in writing, the Bidder shall continue to perform its obligations under the Contract as far as reasonably practical, and shall seek all reasonable alternative means at its cost for performance not prevented by Force Majeure event.

6) **Contract Amendments**

Contract may be extended on mutual Agreement between both the parties.

7) **Termination**

i) **Termination for Default-**

The Purchase Committee without prejudice to any other remedy under the Contract for breach of contract by notice of default sent to the Bidder may terminate the Contract in whole or in part:

- (a) If the Bidder fails to perform any obligation under the Contract.

ii) **Termination for Insolvency -**

The Purchase Committee may at any time terminate the Contract by giving notice to the Bidder, if the Bidder becomes bankrupt or is otherwise declared insolvent or insolvency resolution process is admitted against the Bidder. In such event, termination will be without compensation to the Bidder provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchase Committee.

8) **Dispute Resolution Mechanism**

Unless settled amicably, all disputes and differences shall be settled by the parties by arbitration. Unless otherwise agreed by both parties:

- (a) the dispute shall be settled under the rules of arbitration of the Arbitration & Conciliation Act, 1996,
- (b) the arbitration shall be conducted in accordance with the rules of the Arbitration & Conciliation Act, 1996,
- (c) the arbitration shall be held at Kolkata,
- (d) Courts at Kolkata shall alone have jurisdiction (to the exclusion of all other Courts) to entertain all disputes arising out of the Contract, and
- (e) The arbitration shall be conducted in English.
- (f) Chairman of Saraswaty Press Ltd will be the arbitrator for this purpose.

9) **Terms of Payment**

The currency in which payments shall be made under this Contract shall be Indian Rupees.

The payment must be made as per Terms and Conditions of final Rental Agreement.

Documents checklist

(To be digitally signed and uploaded at the e- tender website as date mentioned in the
e – NIT 1.11)

Sl No.	Documents	Put tick (√)
1	Copy of RTGS/ ECS details towards EMD/ Bid Security/Proof documents for EMD Exemption	
2	Copy of PAN Card	
3	Copy of Ownership documents or Marketable Title to given rent of the Covered Industrial Shed duly signed by the Owner	
4	Filled up BoQ (to be uploaded at e-tender website only).	