

**THE WEST BENGAL STATE HANDICRAFTS CO-OPERATIVE SOCIETY LIMITED**  
(Under Joint Management of Central & WB Govt.)  
"BANGASREE BHAVAN", 4D/23/1, Dharmatala Road,  
P.O. Tiljala, P.S.- Kasba New, Kolkata-700 039  
Phone: (033) 2343 1935/65/41  
Email: bangasree.hqwb@gmail.com

**EMPANELMENT NOTICE**

**Empanelment Notice No. WBSHCS/EP01(e)/2026-27 Dated 24/06/2026**  
**Of The West Bengal State Handicrafts Co-operative Society Ltd. (BANGASREE)**

Ref. No. 619/WBSHCS/2026-27

Date- 24/06/2026

Notice is hereby published by the Office of the West Bengal State Handicrafts Co-operative Society Ltd. (Bangasree), 4D/23/1, Dharmatala Road, Post-Tiljala, PS- Kasba New, Kolkata - 700 039 from the **Bonafide Co-operatives/ SHG/MSMEs/SSI Unites/Agencies/Firms/Individuals** in West Bengal for the empanelment of Civil Engineering Firm, Electrical Engineering Firm, Interior Decorator Firm in West Bengal. This notice is being invited to enable The West Bengal State Handicrafts Co-operative Society Ltd. (BANGASREE) to supply to different authorities who shall require these items as well as own premises development.

**Section:**

- I. This notice is being invited to enable The West Bengal State Handicrafts Co-operative Society Ltd. (BANGASREE) to obtain vendors for future projects and development as per the Government rules.
- II. This notice is also being invited to enable The West Bengal State Handicrafts Co-operative Society Ltd. (BANGASREE) to engage Chartered Engineering Firms of same category for necessary preparation of projects and to certification of the work.
  - The exact value and quantity of work can only be ascertained when actual project is finalized by the concerned department or the vetted plan has been placed.

**Response is to be submitted in electronic format at official mail id ([bangasree.hqwb1@gmail.com](mailto:bangasree.hqwb1@gmail.com)) by 01:00 P.M. of 07.07.2026**

**TECHNICAL APPLICATION:**

Sl. Nos.	Category	Description of Category
A	Certificates	* Attested copy of IT. Return for <u>F.Y. 2022-2023, 2023-2024, 2024-2025</u> with PAN Card. * GST Registration Certificate of the West Bengal. * GST Return of last quarter. * Trade License & SSI Registration/ Co-operative Registration Certificate/ EM Part-II / Udyog Aadhaar Memorandum/Udyam. * Professional Tax Enrollment Certificate, Challans.
B	Company Details	* Name & Address of the Applicant. * Legal documents of the Enterprise. * Solvency Certificate of minimum Rs. 1,00,000.00 * Udyam Registration, Govt. of India. * Bank details on letter head with seal. * Details of key person of with the full administrative control of the respondents are required as it is mandatory contact the single point for prompt response.
C	Credentials – I (for section –I & II)	*The applicants have to furnish credentials of annual turnover of 3 Financial years (2022-2023, 2023-2024, 2024-2025) should exceed at least Rs. 10 lakh in any one of three years and Rs. 5 lakh in each year.
	Credentials – II (for section –I only)	Enlistment Certificate /Letter of Enlistment of current year of The West Bengal Small Industries Development Corporation Ltd. or any other parallel or higher department (if any).
	Credentials - III	Emerging SSI units/MSME registered companies may be considered with all valid

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		documents and their less than three years working experience on test case basis under promotional order scheme subject to absolute discretionary power of the Authority.
D	Declaration	* Self declaration of Non-Blacklisting Certificate on Non-Judicial Stamp Paper duly notarized including that "I/we hereby undertake not to appeal to any Appellate Authority or Court of Law against any of the clauses contained in this Notice or against the decisions taken at any stage by the Bangasree Authority with respect to the final empanelment."
E	Financial	* Audited Balance Sheet & P&L A/C for the year <u>F.Y. 2022-2023, 2023-2024, 2024-2025.</u>

Details terms & conditions for submission of application documents/samples etc. are mentioned below:

1) Enlistment process should be in following part:

a. Technical Application.

The applicant has to submit their application in the mail id: [bangasree.hqwb1@gmail.com](mailto:bangasree.hqwb1@gmail.com) (Online).

2) However the documents submitted electronically (online), hard copies should be submitted at the Head Office before deadline.

3) The technical application will be opened first and if it is found technically suitable and/or feasible, only then the enlistment offer will be considered to be provided. Otherwise the entire application will be treated as cancelled/rejected.

4) Applicants not fulfilling the eligibility criterion as set out in the application documents should abstain from participating in the process, as their application shall be rejected and not considered for further evaluation.

5) Applicants are also required to submit the hard copy of the technical applications (only) in originals including original instruments towards cost of the application, declarations and affidavits, etc. within 07/07/2026 at 01:00 P.M., without the same the application will be considered as rejected.

6) Technically qualified applicants who have fulfilled the eligibility on the basis of technical evaluation by the Authority Concerned shall qualify for further proceedings. The MSME registered emerging Companies/SSI units can be enlisted at the sole discretion of the Authority in promotional scheme on the test case basis.

7) Applicants may have to appear with the all original testimonials at the Head Offices as and when called, if required.

8) Work Orders with payment certificate/completion certificate to various departments will be considered as credentials, subject to verification.

9) In case of forged documents submission, application will be rejected and applicant will be blacklisted.

10) The exact value of the project can only be ascertained when actual vetting is received by The West Bengal State Handicrafts Co-operative Society Ltd. (BANGASREE) from the Concerned Authority.

11) Supply of materials may be done as per requirement of the project.

12) Total requirement of various items as per requirement of the respective projects. Applications valid for a shorter period shall be rejected as non-responsive.

13) Enlistment does not promise any assurance providing of work order for business from the Society.

14) The delivery of the required Materials mentioned in the future Notices, have to be supplied within specified time period from the receipt of the work order or earliest as issued by W.B.S.H.C.S. Ltd. In this connection this is also be noted that the delivery of the materials to be taken as per requirement, not at a time of entire forecasted requirement.

15) The West Bengal State Handicrafts Co-operative Society Ltd. (Bangasree) shall ask for security deposit in the form of Bank Guarantee/TFDR/DD during the time of execution of the Agreement.

16) Applicants should have own Manufacturing Units /OEM Certificate/valid Trading Concerned, to meet the required items at the last minute of the emergency supply and regular quality & quantity check.

17) Applicants require proper staff strength to keep the smooth supply at any given point of time as emergency services are concerned.

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- 18) Any issues regarding the supply of the items will be the Vendor's responsibility and the problem has to be solved at own cost at the point of time.
- 19) The Authority may also deduct any amount from the vendor, if the final buyer of the Authority may deducted any amount for any unforeseen reasons like delayed delivery/undelivered stores/services/damaged products.
- 20) Delivery of goods must not be hampered/ delayed for any kind of delayed payment from any Authority. Otherwise the concerned vendor will be blacklisted and the residue order will be provided to other eligible vendors.
- 21) The selected applicants have to arrange their own transportation for transporting the **required material mentioned in the future Notice** from their place to the required places.
- 22) If the requirement increases in due course of time, the supply order which is given under this process may be extended based on the performance of supplier.
- 23) If the entire order or some items/product of any order rejected by buyer for any reason at any point of time (before or after supply), the entire consignment shall be cancelled without further clarification. No compensation can be claimed from the Authority. An Affidavit has to be submitted in this regard at the time of receiving supply order.
- 24) In case the product is rejected by the buying department due to sub-standard quality by the vendor, that enterprise is liable to be delisted and blacklisted by the Society.
- 25) Payment will be made only after **satisfactory completion of the supply against reciprocal payment (after receiving from the respective Authority) & no interest will be paid for any delay of payment by the respective Authority.**
- 26) The Authority will not be liable for any delay of payment in case of reciprocal payment in late.
- 27) The enlistment Notice Inviting Authority reserves the right to accept or reject any application and to cancel the process and reject all applications at any time prior to the award of contract without thereby incurring any liability to affected applicant or applicants.
- 28) The successful Applicant shall have to execute an Agreement on Non-Judicial Stamp Paper of value Rs 100/- after getting intimation from the Notice Inviting Authority informing that the application has been accepted.
- 29) The enlistment will be valid for **TWO Years** or any other extension thereof made by the Authority after the date of enlistment.
- 30) Any corrigendum may be issued within the stipulated period which should be treated as the part of the Main Notice and is required to be duly attested by the applicant.
- 31) The Chartered Engineering Firms are required to submit their fees structure (for works within west Bengal and outside of west Bengal) in their Letter Head (duly signed).
- 32) Application fee (non-refundable) will be Rs. 2,000/- + G.S.T. @18% in the form of NEFT/RTGS  
**(Please upload the NEFT / RTGS transaction slip at the time of online form fill-up)**

**Name : The West Bengal State Handicrafts Co-Operative Society Limited.**  
**Bank Name : ICICI BANK**  
**Branch : KASBA BRANCH**  
**IFSC Code : ICIC0000983**  
**Account no. : 098301002461**

- 33) Empanelment fee (non-refundable) will be Rs. 2,000/- + G.S.T. @18% in the form of NEFT/RTGS.
- 34) Co-operative Societies will be exempted from depositing the application and empanelment fees.
- 35) Relaxation in credentials and turnover will be absolute discretion of the Authority.
- 36) All decision taken by the Authority will be final without assigning any reason whatsoever.

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**Conditions for de-empanelment:**

01. Applicant fails to abide by the terms and conditions under which the empanelment has been given.
02. Applicant fails to undertake given in the Application Security Declaration.
03. Other than in situations of force majeure, withdraws from the empanelment process.
04. Supplies below standard goods.
05. Service render by Manufacturers/Agent/Bonafide Supplier is of inferior quality.
06. Is declared bankrupt or insolvent.
07. Fails to submit required documents as and when required.
08. Adopt unethical business practices.
09. Fails to supply goods within due time.
10. Any other ground which the Authority is in the opinion that not in public interest.
11. Manufacturers / Bonafide Suppliers already enlisted more than one, in other parastatal of Department of MSME & T, are not eligible for enlistment.

**Date & Time Schedule:**

Sl. Nos.	Particulars	Date & Time
01	Date of issue of enlistment documents (Online)	30.06.2026
02	Date and time of Starting of Submission of Technical Application	30.06.2026 & 01.00 P.M.
03	Date and time of Closing of Submission of Technical Application & hard copy	07.07.2026 & 01.00 P.M.
04	Application opening date for Technical Proposal	Will be notified

\*\*\* The Authority reserves the right to accept or reject any without assigning any reason whatsoever.

**Annexure-I**  
**Pre-qualification Application**  
(To be printed on the organization's letter head)

To,  
Chief Executive Officer,  
The West Bengal State Handicrafts  
Co-op. Society Ltd. (Bangasree)  
"BANGASREE BHAVAN", 4D/23/1, Dharmatala Road,  
P.O.-Tiljala, P.S. - Kasba New, Kolkata-700 039.

Ref.: Notice No.

Respected Sir,

Having examined the Statutory & Notice documents, I/We hereby submit all the necessary information and relevant documents for evaluation.

We are interested in applying for the work(s) given in enclosure to this letter, we understand that –

- (a) Enlistment Inviting & Accepting Authority / EM / In-charge can amend the scope & value of the contract application under this project.
- (b) Enlistment Inviting & Accepting Authority / EM / In-charge reserve the right to reject application without assigning any reason.
- (c) Enlistment Inviting & Accepting Authority / EM / In-charge reserve the right to offer the supply rate of the items to be delivered at the designated centre.

Name of the Applicant:-

Address:-

Contact No.:-

E-mail address:-

Office address: -

PAN:-

GSTIN:-

Enclosure:-

E-Filling:-

Date:

Signature of the applicant  
with official seal

**Annexure-II**

**N.B. STATUTORY DOCUMENTS, NON STATUTORY DOCUMENTS, FINANCIAL DOCUMENTS**  
**MUST BE FILLED UP. SCANNED & UPLOADED ALONG WITH THE NOTICE FOR COMMUNICATION.**

**AFFIDAVIT**

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

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/Private Institution/Apex Organization/Autonomous Body etc during the last 5 (Five) years prior to the date of this N.I.T.
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 vary this statement.
4. The under-signed understand that further qualifying information may be requested and agreed 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 and I have not applied severally for the same job.

Signed by an Authorized Officer of the Firm

Title of the Officer.

Name of the Firm with Seal

**ANNEXURE-II A**  
**APPLICATION CAPACITY**

B.2.1. Information of audited financial statements for the last year to demonstrate the current soundness of the applicant's financial position:

1. The applicant's net worth for the last year calculated on the basis of capital, profit and free reserve available to the firm should be positive.
2. Applicants, who meet the minimum qualification criteria, will be qualified only if their available application capacity at the expected time of application is more than the total estimated cost of the supplies. The available application capacity will be calculated as under: Assessed Available Application capacity= (A×N×2-B)= where, A= Maximum value of supply in respect of projects executed in any one year during the last five years (updated to the price level of the year indicated in table below under note) taking into account the completed as well as supplies in progress. The projects Include turnkey project/item rate contract/Construction supplies. N= Number of years (i.e., year) prescribed for completion of the supplies for which applications are Invited. B= Financial liability of the applicant to be incurred for existing commitments and ongoing supplies during the period of the subject contract.

To calculate the value of "A"

- i) A table containing value of product/service supplies in respect to projects undertaken by the Applicant during the last 3 years is as follows:

Sl. No.	Financial Year	Value of supply undertaken (Rs. In Crore)
1	<b>Year 3 (2022-2023)</b>	
2	<b>Year 2 (2023-2024)</b>	
3	<b>Year 1 (2024-2025)</b>	

- ii) Maximum value of projects that have been undertaken during the F.Y out of the last five years and value thereof is

Rs ..... Crore (Rupees ). Further, value updated to the price level of the year indicated in Table is as follows:

Rs ..... Crore x (updating factor as per Table annexed)

**Rs ..... Crore (Rupees).**

Table indication the factory for the year for updating to the price level is indicated as under

Sl No.	Financial Year / Calendar Year	Updating factor
1	Year -1	1.0
2	Year -2	1.05
3	Year -3	1.10

- iii) Net worth for the last year of (name of the company)

.....  
 .....

Signature, name & designation of Authorized Signatory

For & on behalf of

..... (Name of the Applicant)

.....  
 Name of the Statutory Auditor's Firm/Chartered Accountant

Seal of the Audit/

Chartered Accountant Firm :-

Signature :-

Name & Designation & membership No. of Authorized Signatory:

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**To calculate the value of "B"**

3. A table containing value of all the existing commitments and on-going supplies to be completed during the next year (prescribed time for completion of the supplies for which are invited) is as follows:

Sl No.	Name of Supply/Project	Name of Employer	Percentage of Participant of Applicant in the project	Stipulated period of completion as per Agreement/ LOA with the start date	Value of Contract as per Agreement /LOA (Rs.)	Value of completed supply	Balance value of supply to be completed (Rs.)	Anticipated date of completion (Rs.)	Financial liability to incurred for the said Supply/Project during the period of the subject contract (Rs.)

TOTAL VALUE Rs...

Signature, name and designation of Authorised Signatory

For and on behalf of  
(Name of the firm)

Note:

1. All the documents to be submitted in support of this Form-II must be duly signed and sealed by the applicant/applicant and authenticated by Statutory Auditor’s Firm.
2. To calculate the value of B in Annexure-A, the supply order issued on or before the date of publishing NOTICE should be taken as financial liability.
3. Year just preceding the current Financial Year

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**ANNEXURE-II B**

This is to certify that 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 we certify that the financial data of the company given in the balance sheets are detailed hereunder for the financial year(s) as mentioned below are true and correct.

Sl No.	Description	Financial data for the last 3 audited financial years		
		2022-23	2023-24	2024-25
1.	<b>Net Worth</b> (Calculated on the basis of capital, profit and free reserve available to the firm)			
2.	<b>Supplying Capital</b>			
3.	<b>Annual Turnover</b> (in Supply)			

**Available Liquid Assets (for the financial year 2024-2025):**

1. **Supplying Capital** = Rs .....
  2. Uncommitted Bank Guarantees = Rs .....
  3. Credit facilities = Rs .....
- Format II C) Total Liquid Assets** = Rs .....

<p>Signature: .....</p> <p>Name : .....</p> <p>Designation: .....</p> <p>For and on behalf of                  ..... (Name of the applicant)</p>	<p>.....</p> <p>Name of the Statutory Auditor's Firm/Chartered Accountant</p> <p>Signature :-</p> <p>Seal of the Audit/ Chartered Accountant Firm :-</p> <p>Name of signatory (in capital):-</p> <p>Membership No.:-</p> <p>Firm Regn. No:-</p> <p>Date of Birth:-</p> <p>UDIN:-</p> <p>Mob:-</p>
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N.B. :- THIS FORM (i.e. ANNEXURE – IIB) MUST BE PROPERLY MADE IN THE LETTER HEAD OF THE AUDITOR'S/CHARTERED ACCOUNTANT FIRM, CLEARLY MENTIONING THE ADDRESS, e-mail ID, AND CONTACT NUMBER OF THE FIRM & SHOULD PREFERABLY BE MADE IN A SINGLE PAGE ELSE TO BE AUTHENTICATED IN EACH PAGE SIMILARLY.

- N.B.: i) all information sought w.r.t. Firm/Chartered Accountant is mandatory.  
 ii) All data as mentioned in form II B shall be available through UDIN verification.

**ANNEXURE -III**

**DECLARATION FOR FINANCIAL STATEMENT**

This is to certify that we have verified the consolidated financial statement of ..... having its Registered Office at ..... based on our examination of Books and Records and other documentary evidences we certify that the financial data of the company given in the Balance Sheets are detailed here under for the last three Financial year(s) Are true and correct. (Form to be filled by the Auditors Firm.)

Sl. No.	Description	Financial data for the last 3 Audited Financial Years		
		1 <sup>st</sup> Year (2024-25)	2 <sup>nd</sup> Year (2023-24)	3 <sup>rd</sup> Year (2022-23)
1.	Total Assets			
2.	Current Assets			
3.	Total Liabilities			
4.	Current Liabilities			
5.	Profit before Taxes			
6.	Profit after Taxes			
7.	Net Worth = (Sl. 1 – Sl. 4)			
8.	Annual Turnover (in Supply)			

Name of the Statutory Auditor's Firm:

Signature : .....  
 Name : .....  
 Designation of Authorised Signatory : .....  
 Seal of the Audit Firm : .....  
 Membership No.....

For and on behalf of .....

Seal of the Firm :

Authorised Signatory

Signature : .....

Name :

Designation :

N.B: This Annexure must be made in the Letter Head of the Auditors' Firm with UDIN, clearly mentioning the address, contact no, e-mail address of the Firm.

**Sd. /-**  
**Chief Executive Officer**  
**The West Bengal State Handicrafts Co-op. Society Ltd.**