



Government of West Bengal
Department of MSME and Textiles
Shilpa Sadan (7th and 8th Floor), 4 Camac Street, Kolkata 700016

Memo No. 2532 / MSMET-21099/1/2024

Dated: 04-06-2025

Third Notice inviting RFP for left out stalls in “Leather & Cottage Industry Products Marketing Hub” in the Press & Forms Department Building, Alipore

The Government of West Bengal in the Department of MSME & Textiles hereby invites the third notice for left out stalls in “Applications in prescribed Format” from the interested Traders/Manufacturers, SHGs, engaged in trading/manufacturing of Readymade Garments/Sarees/Toys for allotment of ready built-up Stalls with “Plug & Play” facilities in the upcoming “Leather & Cottage Industry Product Marketing Hub” in the former Press & Forms Department Building on Judges’ Court Road at Alipore just opposite to the Alipore Museum and near to the DLRS Building (Election Building) for promoting the traditional and modern arts and crafts products manufactured and produced by them and facilitating to sale their products.

The Press & Forms Department Building having an area of 42,000 sq. ft. (Three Floors of 14000 sq. ft. each) and the interior of this Building is being remodelled and customized by WBHIDCO keeping its heritage and aesthetic view unaltered for development of “Leather & Cottage Industry Product Marketing Hub” and for creation of a number of Stalls suitable for the Investors within the Hub. Each Stall shall be of standard size (Between 400 sq. ft. and 250 sq. ft. approx.) and will be allotted to the interested Traders/Manufacturers as ready-built Shop with “Plug & Play” facilities.

Layout Plan of the Stalls (Annexure - I)

Form of Application (Annexure - II)

An applicant enterprise having experience in trading/manufacturing of readymade garments/sarees/toys for minimum 3 years’ engagement in such business will be preferred. The left-out Stalls will be available by payment of monthly rent in the following methods –

The details about the eligibility criteria, number & size of stalls, **terms of allotment of Stalls**, reservation, terms of payment of Monthly Rent (Licence Fee), selection procedure, application fees, duration of licence, priority/preference last date of submission of RFP etc. are furnished below:-

1. Purpose of allotment in this 3rd Phase

- Trading/ Selling of Readymade Garments/Sarees/Toys
- Promoting the textiles products manufactured and produced by the Traders/Manufacturers, SHGs, Exporters etc. and facilitate to sell those

2. No. of Stalls & Size as may be available (As per the 3rd Notice):

7 Stalls ranging from around 400 sq. ft. to around 250 sq. ft. in size will be offered.

3. Reservation of Stalls:

There will be reserved stalls for the following categories:

- **6 number** of stalls for Traders/Manufacturers of Sarees & Readymade Garments.
- **1 number** of stall for Toy Manufacturers/Traders.

4. Location:-

The former Press & Forms Department Building on Judges' Court Road at Alipore [in front of Alipore Museum and near to the DLRS Building (also called Election Building)], Kolkata-700 027.

5. Eligible applicants:-

- Applicants may be an Enterprise as Proprietorship, Partnership, Pvt. Ltd. Company or Public Ltd. Company, Limited Liability Partnership (LLP), engaged in Traders/manufacturing of Sarees, Readymade Garments, Toys etc. **for minimum 3 years.**
- Applicants should have filed ITR and GST returns for the Last 3 Financial Years, i.e. up to FY 2021-2022, 2022-2023 & 2023-2024. .

6. Terms of Allotment of Stalls:

- On Rent as per discretion of HIDCO.
- The application for allotment of Stalls will be recommended and forwarded by the Department of MSME & Textiles to the WBHIDCO **for allotment** after acceptance of "Offer letters" from the Department by the selected applicant.

7. Payment of Rent:

- Monthly Rent will be **Rs.70/- per sqft** on Ground Floor,
- **Rs.66/- per sqft** on 1st Floor and
- **Rs.62/- per sqft** on 2nd Floor as per Rent fixed by 1st LAC, Kolkata.
[The revision of rent will be made after expiry of existing agreement as per recommendation of 1st LAC].

8. Terms of Payment of Security Deposit & other statutory fees as applicable:

As per extant norms of WBHIDCO

9. Marking for Allotment Stalls for "Bigger Enterprises" (3rd Phase):

The Department of MSME & Textiles will finalize the list of allottees on the basis of following marking criteria

Weightage for selection : Total Score – 50		
1) Annual Turnover (for consecutive 3 financial years from manufacturing/Trading of Sarees, Readymade Garments, Toys. (starting from FY 2021-22 up to FY 23-24) [To be certified by the Export Council] (2) Production Capacity per year	Maximum score – 20	
	More than Rs.20 Crore,	20
	Production capacity per year (Above 12 lakh pcs/year)	10
	Rs.20 Crore to Rs.15 Crore	8
	Production capacity per year (8 lakh - 12 lakh pcs/year)	7
	Below Rs.15 Crore & above Rs.1 Cr.	5
	Production capacity per year (Above 1 lakh – less than 12 lakh pcs/year)	3
Annual GST paid/filed for the last 3 financial years (FY 21-22 up to FY 23-24) [To be certified by Statutory Auditor]	Maximum score – 20	
	Above Rs. 50 Lakh to Rs. 1 Crore	20
	Above Rs. 25 Lakh to Rs. 50 Lakh	15
	Rs. 10 Lakh to Rs. 25 Lakh	10
	Less than Rs. 10 Lakh	5

	Maximum score – 5	
Manufacturers having footage in West Bengal	Location of Registered Office / Principal place of business within West Bengal	5
End to end Production of eligible goods	Maximum score – 5	

- Eligible applicants will be ranked based on the above mentioned criteria and recommended for allotment of left-over Stalls on the basis of descending order of scores obtained.
- In case more than one applicant applying for a particular Stall size has equal score, applicants will be ranked in the following order:-
 - (a) Companies / Firms having Registered Office in West Bengal.
 - (b) Average Turnover from Trading/manufacturing of Sarees, Readymade garments, toys products during the last 3 Financial Years or, 1 Financial Year as the case may be.
 - (c) Other applicants applying for the same plot size will be allotted the next smaller plot size serially.
- In case, any balance allocable Stalls are left over even after this allotment process, the Department may invite for fresh Applications.

Applicants are required to submit a Notarized Declaration on Stamp Paper of value Rs. 100 to the effect that “Funds to the extent of the one year rental in full is currently available with the Applicant and that the Applicant undertakes to make full payment within the stipulated period.”

- By **Bank Draft/NEFT/RTGS** in favour of WBHIDCO. Bank Account details will be available from the Department.
- Fully developed stalls will be provided.
- Within 7 days from payment of Security deposit.
- An applicant is required to deposit an Application Fee at the rate of **Rs.100 per sq. ft.** of land requested for allotment.
- The Application Fee is to be deposited through NEFT/ RTGS payable in favour of West Bengal State Export Promotion Society (WBSEPS) (Govt Organization) in its **Account no 914010007660039 (IFSC Code: UTIB0000236) Axis Bank Ltd.** For successful applicants selected for allotment of Stalls, this Application Fee will be adjusted with consideration/cost payable to WBHIDCO.
- For unsuccessful applicants, the application fee will be refunded by the WBSEPS (Govt. Organization) without any accrued Interest.

All the applications must be submitted by hand in the “Drop Box” placed on 7th Floor, MSME & T Department, Government of West Bengal, Shilpa Sadan, 4, Abanindranath Tagore Sarani, Kolkata – 700016 by the 20th June, 2025 upto 5:00 PM.

Application is to be addressed to the Principal Secretary, MSME&T Deptt., Govt. of West Bengal.

Note: In case of submission of multiple Applications by more than one Enterprise of different names but having same/majority of Partners/Directors in common, only one Application will be considered for appraisal and the others will be rejected.

Sd/-
Deputy Secretary to the
Government of West Bengal

**APPLICATION FOR ALLOTMENT OF STALL IN LEATHER &
COTTAGE INDUSTRY PRODUCT MARKETING HUB**

To,
The Principal Secretary,
Department of MSME & Textiles, Govt. of West Bengal,
Shilpa Sadan (7th Floor), 4, Camac Street,
Kolkata-700016.

**Sub: Recommendation for allotment of Left-over Stalls in “LEATHER & COTTAGE INDUSTRY
PRODUCT MARKETING HUB”**

Sir,
I/We want to take left-over Stall in the “**Leather & Cottage Industry Marketing Hub**” in the Press
& Forms Department Building as per terms and conditions as may be finalized by WBHIDCO to sale our
products manufactured and produced by us and to promote the same. The details of us are hereunder:-

S. No	Field	Particulars										
1	a.	Name of the Applicant Enterprise										
	b.	Address of the Applicant Enterprise										
	c.	Nature of the Applicant Enterprise (Please tick the appropriate box) <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">Proprietorship</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Partnership</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Limited Company</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Private Limited Company</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>LLP</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	Proprietorship	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Limited Company	<input type="checkbox"/>	Private Limited Company	<input type="checkbox"/>	LLP	<input type="checkbox"/>
Proprietorship	<input type="checkbox"/>											
Partnership	<input type="checkbox"/>											
Limited Company	<input type="checkbox"/>											
Private Limited Company	<input type="checkbox"/>											
LLP	<input type="checkbox"/>											
	d.	Name(s) of the Proprietor/Partners/ Directors with Mobile No.										
	e.	E-mail id of the Authorized Person										
2		Existing Activities										
	a.	<table border="0" style="width: 100%;"> <tr> <td style="width: 45%;">Trading/ Manufacturing of Sarees/Readymade Garments/Toys</td> <td style="width: 15%; text-align: center;">Yes/No</td> <td style="width: 40%;"></td> </tr> </table>	Trading/ Manufacturing of Sarees/Readymade Garments/Toys	Yes/No								
Trading/ Manufacturing of Sarees/Readymade Garments/Toys	Yes/No											
	b.	<table border="0" style="width: 100%;"> <tr> <td style="width: 45%;">Selling/ Trading/ Marketing/ Exporting of Sarees/ Readymade Garments/Toys</td> <td style="width: 15%; text-align: center;">Yes/No</td> <td style="width: 40%;"></td> </tr> </table>	Selling/ Trading/ Marketing/ Exporting of Sarees/ Readymade Garments/Toys	Yes/No								
Selling/ Trading/ Marketing/ Exporting of Sarees/ Readymade Garments/Toys	Yes/No											

3.	a.	Existing production capacity	Product Item					
S.No		Field	Particulars					
4	a.	Stall Size Required in (Sq. Ft)						
	b.	Amount of Application Fee deposited	INR (Rupees Only)					
	c.	Bank Draft No and Date / NEFT Reference/RTGS Reference in support of Application Fee						
	d.	Mode of Payment of Rent/Security Deposit	Single Payment					
5.		Consolidated Turnover from all business activities (INR Crore) (Trading/ Manufacturing /Marketing / Exporting etc.)	2021-22		2022-23		2023-24	
6.		Expected employment to be generated (Nos.)	Y1	Y2	Y3	Y4	Y5	

Declaration*

I/We, Proprietor/ Partner/ Director of, hereby solemnly confirm that the above information/details given in the application are true to the best of my/our knowledge.

I/We do hereby solemnly affirm & confirm:-

- (i) That **this is the only application submitted by me/us (including our entire sister concern/group entity)** and overrides all the previous applications submitted by me/us.
- (ii) That I/We understand that in case of multiple applications by me/us at this stage, the Department may reject all the applications.
- (iii) That I/We agree to the Terms and Conditions as mentioned in the “RFP Inviting Application for Stall in **LEATHER & COTTAGE INDUSTRY PRODUCT MARKETING HUB (Third Round)**”.
- (iv) That I/We shall agree to the decision of the Government of West Bengal/Authorized Parties/ HIDCO regarding the allotment of Stall in “**LEATHER & COTTAGE INDUSTRY PRODUCT MARKETING HUB (3rd Round)**”.
- (v) That the choice on the manner of holding of the Stall, vide response to sl. 5(d) above, if allotted, is final and conclusive.
- (vi) That I/We shall abide to pay all applicable charges/fees as mentioned in the RFP and furnish documents required as per stipulated timelines.
- (vii) I/We shall abide to start the **Stalls within 3 months**.

(viii) That the recommendations for allotment shall be automatically cancelled and deposits may be forfeited, if any misrepresentation is found in the facts stated by me/us/my organization in the application form or any time later in any future correspondences with the Department.

(ix) That I/We understand that the role of the Dept. of MSME & Textiles may be limited to recommendations for allotment of Stall and the actual transaction shall happen by HIDCO.

Signature with date & Company Stamp

*Compliance with all the above declarations is mandatory for an application to be considered.

Annexure A

Salient features to be contained in the Project Concept Note/Profile of the Company**

1. Constitution of the Applicant (Proprietorship / Partnership / Pvt. Ltd. Company / Public Limited Company)
2. Brief details of the existing activity(Manufacturing/Trading/ Both) including exports, if any
3. Experience of Promoters in similar line of activity (for which Application is being made)
4. Experience of Directors (if applicable) in similar line of activity
5. Past Financial Performance (Last three Financial Years) of the Applicant
6. Proposed target of market (whether Domestic/ Exports or both) with special reference to the proposed activity for which Application is being made
7. Brief details of the availability of the products and access of the Applicant to the same
8. Brief details of the marketing plan for the proposed product
9. Marketing/Selling process technology to be adopted
10. Details of expected employment generation, both direct and indirect (in line with industry standards). In case of indirect employment generation, brief details of the nature of employment
11. Proposed Capital Investment (Plant, Machinery, Equipment, Technology etc.)
12. Quality Control measures to be adopted

****PS:** The Note should be brief and indicative only. It need not be accompanied by voluminous documents.

Bank Details of " West Bengal State Export Promotion Society"

Name of Bank	:	Axis Bank Ltd.
Name of Branch	:	Dunlop, Kolkata-700090
Account No.	:	914010007660039
Account Type	:	Savings
IFS Code	:	UTIB0000236
MICR Code	:	700211017

TITLE : GROUND FLOOR LAYOUT

The drawing illustrates the ground floor layout of a building, featuring a central corridor flanked by verandahs and multiple stalls. Key areas include:

- Stalls for Leather Products:** Located on the left side, containing Stalls 1 through 8.
- Stalls for Textile Products:** Located on the right side, containing Stalls 1 through 6.
- Central Corridor and Verandahs:** A central corridor runs horizontally, with verandahs extending from both sides.
- Toilets and Lifts:** Multiple toilet facilities and lift shafts are distributed throughout the plan.
- Dimensions:** Various dimensions are noted, such as stall areas (e.g., STALL-1 AREA=27.71 sq.m) and overall room sizes.

PROJECT :
RESTORATION , RENOVATION & RETROFITTING OF PR
& FORMS BUILDING AT ALIPORE , KOLKATA.

CLIENT :
MSME

ARCHITECT :
AR. TAMAL CHAUDHURI & ASSOCIATES
EB-08 , RAJDANGA MAIN ROAD , KOLKATA - 700107
atca.kol2017@gmail.com | 9830364044

TITLE : GROUND FLOOR LAYOUT

TYPE OF DRAWING : WORKING DRAWING		
SCALE	1:200	DATE
DESIGNED	T.C.	19.08.2022
DRAWN	S.S.	PROJECT NO.-
CHECKED	P.H.C.	
APPROVED	T.C.	DRG. NO.-

G 14

G 14

1st 21
2nd 9

44
39

PROJECT :
RESTORATION, RENOVATION & RETROFITTING OF PRE:
& FORMS BUILDING AT ALIPORE, KOLKATA.

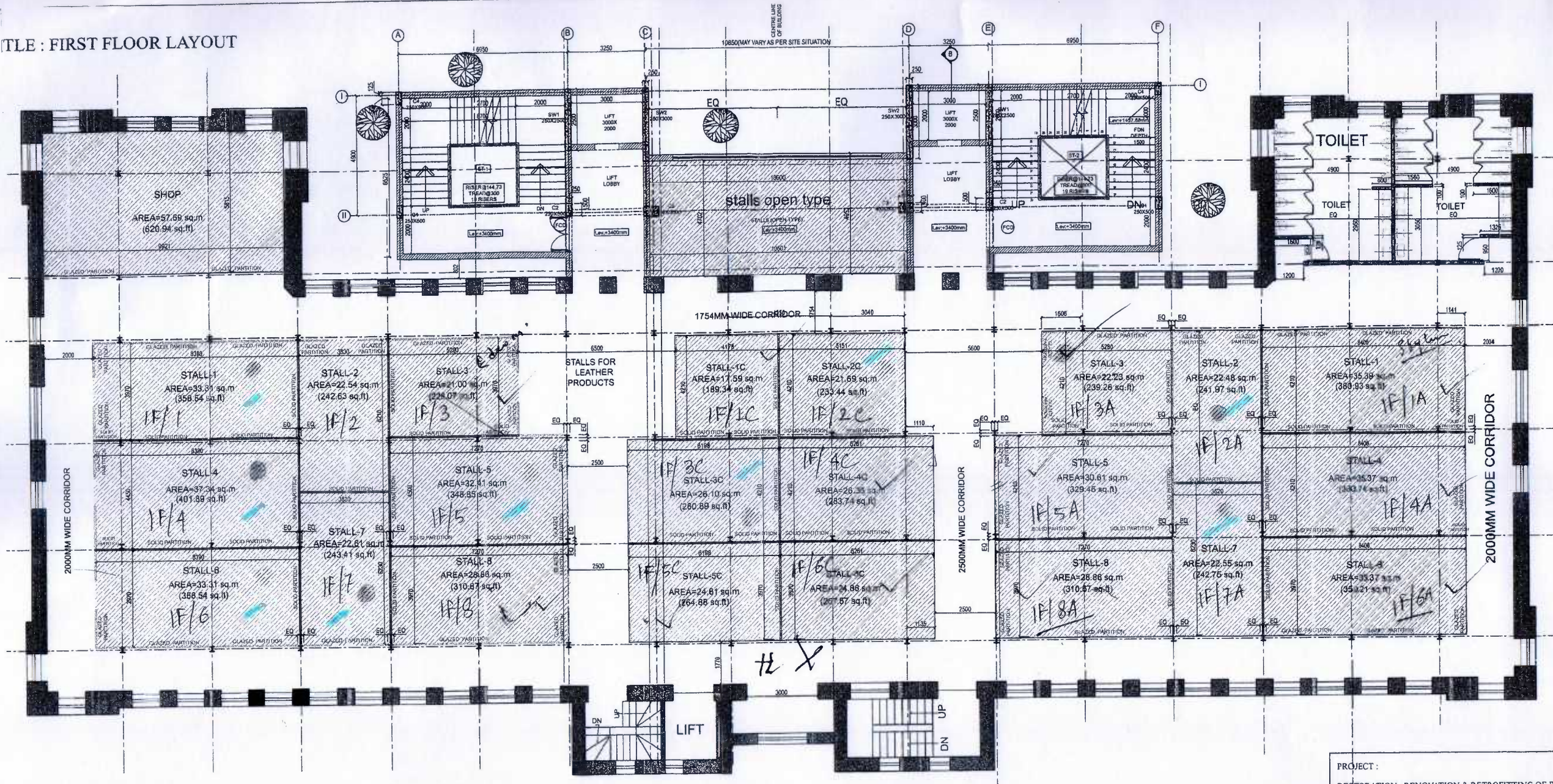
CLIENT :
MSME

ARCHITECT :
AR. TAMAL CHAUDHURI & ASSOCIATES
EB-08, RAJDANGA MAIN ROAD, KOLKATA - 700107
atca.kol2017@gmail.com | 9830364044

TITLE : GROUND FLOOR LAYOUT

TYPE OF DRAWING : WORKING DRAWING			
SCALE	1:200	DATE	PROJECT NO.-
DESIGNED	T.C	19.08.2024	DRG. NO.-
DRAWN	S.S		
CHECKED	P.H.C.		
APPROVED	T.C		

TLE : FIRST FLOOR LAYOUT



Vacant

PROJECT :
RESTORATION , RENOVATION & RETROFITTING OF P & FORMS BUILDING AT ALIPORE , KOLKATA.
CLIENT :
MSME
ARCHITECT :
AR. TAMAL CHAUDHURI & ASSOCIATES EB-08 , RAJDANGA MAIN ROAD , KOLKATA - 700107 atca.kol2017@gmail.com 9830364044
TITLE : FIRST FLOOR LAYOUT
TYPE OF DRAWING : WORKING DRAWING

SECOND FLOOR LAYOUT

