

# West Bengal State Warehousing Corporation

(A Government Undertaking)

## Food Cell

Khadya Bhavan, Block-B (4<sup>th</sup> Floor)

11/A, Mirza Ghalib Street, Kolkata-700 087

Email: [swc@wb.gov.in](mailto:swc@wb.gov.in); Phone: (033) 4001 9846

File No. E. 366029

No. 2260/14016(11)/1/2021 STG SEC(WBSWC)

Date: 25-02-2025

## NOTICE

### INVITING APPLICATION / INTEREST FOR RENTING OF GODOWN OF STORAGE CAPACITY ABOVE 2000 M.T.FOR STORAGE OF RICE IN THE DISTRICT OF MALDA

Applications are invited by West Bengal State Warehousing Corporation (WBSWC) as per proforma given in **Annexure-I** and **Annexure – II**, from bonafide **owners of well-constructed and storage worthy godowns for storage of rice having storage capacity above 2000 M.T.** The godowns shall be complete in all respect for hiring by WBSWC as detailed in the terms and conditions given below. It shall be located within the **districts of Malda** thereto for storing of procured rice during the KMS 2024-2025. This hiring will be done **till 30-09-2025** which may be extended depending on requirement of the Corporation. However, the godown may be de-hired with one month's notice.

Interested applicants may submit the application as under:

- 1) **Envelope "A"** : Sealed Envelope marked as "**Envelope "A" – Technical Bid**" as per format (as given in **Annexure -I**) complete in all respects along with required self-attested documents addressing the Managing Director, WBSWC having office at KHADYA BHAWAN, Block-B (4th Floor), 11-A, Mirza Ghalib Street, Kolkata 700 087.
- 2) **Envelope "B"** : Sealed Envelope marked as "**Envelope "B" - Financial Bid**" which should contain the rate of rent of the godown(s) per Sq. Ft. per month for the floor area (as given in **Annexure – II**). The offered rate is subject to negotiation. *However, in no case the offered rate should exceed the fair rent assessed / to be assessed by the LA Collector of the concerned district.*
- 3) **Envelope "C"**: **Both above mentioned envelope shall be submitted in separate another sealed envelope marked as "Envelope "C" which shall contain both "Envelope "A" and "Envelope "B". Each envelope should be superscripted as "APPLICATION FOR RENTING GODOWNS FOR STORAGE OF RICE BY WBSWC for KMS 2024-25" and should contain the name and address of the applicant at the bottom.**

The Application form duly completed in all aspects and addressed to the Managing Director, West Bengal State Warehousing Corporation, should be dropped in a sealed box kept in front of the office chamber of the Managing Director, WBSWC at 4<sup>th</sup> Floor, Block – B, Khadya Bhawan Complex, 11A Mirza Ghalib Street, Kolkata – 700087 before / within 3 PM of 12-03-2025(date). Application may also be submitted through registered / speed / courier. **However, the same must submitted/delivered at the above address within the above mentioned time and date.** The authority shall not be responsible for any delay in post or otherwise. The applications received within scheduled time only shall be considered.

The applications will be opened at 3.30 p.m. on the same day, in the presence of tenderers who may wish to remain present.

After opening of the Technical Bid (Envelope “A”), the godown so selected after evaluation of the documents/ papers submitted, will be inspected physically by the joint team comprising officials from the Directorate of DDP&S and WBSWC.

If the offered godown is/are found storage worthy and suitable in all respect as per the requirement of the DDP&S and submitted documents/papers, the Financial Bid (Envelope “B”) will be opened.

If the offered rate of rent is accepted being the lowest one (L1) among the other such applicants applied in the same place and having same capacity and storage worthy after physical inspection, the godown will be considered and offered for hiring by the WBSWC.

However, if the L1 rate is more than the fair rent of the same godown as assessed by the L.A. Collector of that district, then the rent as assessed by the L.A. Collector shall be paid to the godown owner. The rent will be given from the date of actual taking over the godown by the WBSWC on submission of bills in given format.

Copy of **proforma application and detailed particulars** may be **downloaded** from the Corporation's website <https://warehousingwb.com> and Food & Supplies Department's website <https://food.wb.gov.in> and websites of the districts, for filing applications.

#### **Specification of the Godown:**

1. The Godown should be well constructed with pakka floor having **at least 0.75 meter of plinth height** from finished ground level and proper pakka structure with asbestos / tin roof having at least **5.60 meter height** from floor level to lower level of bottom chord member of steel truss. Godown having pakka compound wall on all four sides will be considered only and it should be as per insurance norms.
2. There should be adequate space for loading & unloading. (Minimum width of platform for the road – fed godown shall be 1.83meter).
3. The godown must be accessible by loaded heavy vehicles.
4. The godown should have adequate number of ventilators (both lower and upper) in all of the godowns.
5. One standard godown structure drawing and the dimensions are given at **Annexure – IV** for guidance.

#### **Terms and Conditions:**

1. Godown on sub-let basis will not be accepted.
2. Closing date of filing applications is **12-03-2025 (upto 3:00 p.m.)**. Details of the dates are given below.

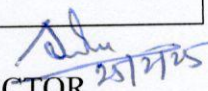
3. Godowns located in the premises/ or having adjacent or common boundary of any Rice Mill / Flour Mill or Distributor will not be accepted.
4. Preference will be given to the godowns having largest storage capacity at a single location.
5. The **Rate** shall be quoted **per square feet per month of the floor area of the shed inclusive all taxes/cess etc. exclusive of GST**, at which the godown will be let out. **However, if the godown rent is higher than the fair rent as per assessed rent of the L.A. Collector, then the rent as assessed by the L.A. Collector shall be paid. Applicants willing to accept such rate should only apply.**
6. The godown should have proper pakka approach road for easy movement of trucks.
7. The contract will be effective from the date of occupancy of the particular godown.
8. Once rates are finalized no escalation in the rates will be accepted during the contracted period for any reason and no extra charges will be paid by the Corporation.
9. The godown owner has to enter into an agreement with the Corporation on Rs. 100/- NJ stamp paper, after selection, the proforma of which is given in **Annexure – IV within 7(Seven) days after issuance of offer letter.**
10. Incomplete applications/all the envelopes with all the documents and applications received after the closing hours will not be entertained.
11. The Managing Director, WBSWC reserves the right to accept or reject any or all the applications OR cancel the entire process at any point of time, without assigning any reasons thereof.

**Documents required in respect of the godown (Photocopy of all documents shall be submitted and it must be self attested) which need to be submitted with Annexure - I:**

1. Registration certificate for Company/ Institution/Partnership Firm,
2. Partnership deed/ Article of Association/ Bye Laws, etc., as applicable,
3. Aadhaar card,
4. PAN Card,
5. TAN Card (if available),
6. GST certificate (if available),
7. Record of rights (Khatian) / Plot information of the godown,
8. Sanctioned plan of the godown (given by Municipality/ Panchayet Samity etc.),
9. Blue print of the godown,
10. Electricity Bill of the godown,
11. Registered deed of godown/land.

**Important Dates:**

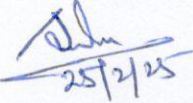
Sl.	Description of dates	Dates	Details
1.	Publication of this notice	25-02-2025	In websites (mentioned above)
2.	Date and time of pre-Bid meeting	04-03-2025 from 12.30 pm	Meeting hall of WBSWC, 4 <sup>th</sup> floor, Khadya Bhawan, Block-B, 11A Mirza Ghalib Street, Kolkata-87
3.	Last date of submission	12-03-2025	Till 3 pm
4.	Opening of proposals	12-03-2025	After 3.30 pm

  
 MANAGING DIRECTOR  
 W.B.S.W.C.

Encl: Annexure – I (format for Technical Bid)  
 Annexure – II (format for Financial Bid)  
 Annexure – III (Standard godown drawing)  
 Annexure – IV (Agreement format)

**Copy forwarded for information and taking necessary action to: -**

1. The Sr. Special Secretary/ Special Secretary to the Govt. of West Bengal, F&S Department.
2. The Special Secretary (ITR Cell) to the Govt. of West Bengal, F&S Department.
3. The Director, Dte. Of DDP&S/ Storage/ Finance/ Transportation/I&QC, F&S Department.
4. The District Magistrate, Malda with a request to publish the notice in district website.
5. The District Controller, F&S, Malda, with a request for wide circulation of this notice.
6. The P.S. to Hon'ble MIC/ MoS, F&S Department.
7. All GM, WBSWC/ CGM, Finance, WBSWC.

  
25/2/25

MANAGING DIRECTOR  
W.B.S.W.C.

**PROFORMA APPLICATION  
(Technical Bid)**

To  
The Managing Director,  
West Bengal State Warehousing Corporation,  
KHADYA BHAWAN, B-Block (4<sup>th</sup> Floor), 11-A, Mirza Ghalib Street,  
Kolkata-700 087,

Sir,

In response to the advertisement vide memo no..... dated ..... Of West Bengal State Warehousing Corporation for hiring of godown, I/We am submitting offer for letting out the godown(s) as per particulars furnished below:

**1. NAME OF APPLICANT(S)** :  
(Individual/ Company/ Institution etc.)  
(For Company/Institution, Registration certificate  
Will be required to be submitted, please refer the  
notice)


**2. Father's Name/Name(s) of the Director(s):**

**3. Address** :  
(i) Mobile no :  
(iii) Land line no. (if any) :  
(iv) E-Mail Address :  
(v) Aadhaar card number :  
(Copy of Aadhaar card to be submitted)

**4. Occupation** :

**5. PAN No. (Copy to be submitted)** :

**6. GST No. (Copy to be submitted)** :



**7. Godown particulars** :

**(Proper documents, i.e. copy of Khatian, plot information, blue print of the godown duly signed by Engineer, Sanctioned plan of the godown (sanctioned by concerned authority) to be submitted against all particulars)**

- i) Godown Name :
- ii) Precise Location with Address :
  - a. Plot No. :
  - b. JL. No. :
  - c. Khatian No. :
  - d. Village Name :
  - e. Mouza :
  - f. P.O. :
  - g. P.S. :
  - h. Sub-Division :
  - i. District :
- iii) (a) Inside Measurements of godown (in foot) (Ideal height should not be less than 15 feet)
  - a. Length :
  - b. Breadth :
  - c. Height (ft.) :

(b) Total floor area in Sq. Ft. (Length x Breadth):.....sq. ft.

(c) Plinth height from ground (in foot):.....ft.
- iv) Storing capacity (in M.T.) [80% of the total floor area /5.15]:.....MT
- v) Whether weigh bridge facility is available or not? Yes/No

*If not, distance of nearby weighbridge should be mentioned with its name & location.*

Distance:.....

Name:.....

Location:.....

- vi) Whether there is adequate space for loading & unloading: YES/NO
- vii) Whether the godown is accessible by loaded heavy vehicles: YES/NO
- viii) Mention the number of ventilators (upper/lower) in the godown:
- ix) Whether electricity connection is available in the name of godown owner: YES/NO  
(Latest copy of the Electricity bill to be submitted)
- x) Whether the applicant(s) is/are owner of the godown: YES/NO  
(Ownership document like registered deed, Khatian etc. to be submitted)
- xi) Whether boundary (4 side walls) is there: YES/NO



- xii) Whether CCTV cameras with at least one month backup facility installed: YES/NO
- xiii) Whether firefighting facilities available in the godown: YES/NO
  - a) If available, mention the details of continuous water source: (Well/ Tube well/ Bore well/ overhead tank/ underground tank/ pond etc. with its capacity):
  - b) Availability of hydrants:
  - c) Availability of fire extinguishers:
  - d) IF NOT AVAILABLE, THEN MENTION (1) DISTANCE FROM FIRE STATION AND (2) THE NAME OF THE FIRE STATION AND (3) WHETHER THE GODOWN IS HAVING NO OBJECTION CERTIFICATE FROM STATE FIRE DEPARTMENT (If yes, attach copy):

**8. Ownership particulars (Documents to be submitted)**

- i) Copy of Regd. deed of land: YES/NO
- ii) Copy of Record of Right (RoR): YES/NO
- iii) Copy of Sanctioned plan of Godown: YES/NO
- iv) In case of Joint ownership, consent from all other owners towards letting out of the Godown has to be furnished: YES/NO
- v) Copy of L.A. Collector's assessed rate of rent, if any: YES/NO

**9. Indicate whether the applicant is an**

- i) MR Dealer : YES/NO
- ii) MR Distributor : YES/NO
- iii) Rice Miller : YES/NO
- iv) Flour Miller : YES/NO
- v) Possession of any other licence issued by the F&S Department (if any, please specify):  
 .....

10. (i) Whether the proposed godown is ready in all respects for storing foodgrains: YES/NO

(ii) If not, expected date when the godown will be made ready:.....

12. Whether the godown is situated within /adjacent to any Rice Mill / Flour Mill/ Distributor complex: YES/NO

**12. DECLARATION:**

- (i) I/We understand that in case any of the details above is found to be factually incorrect, my/our application shall be liable to be rejected,
- (ii) I/We understand the offered rate is subject to negotiation by WBSWC at its absolute discretion. I/We also understand that WBSWC reserves the right to accept or reject the offer without assigning any reason. I/We also understand that if offered rate be in excess of fair rent assessed/ to be assessed by the LA Collector of the district, I/We shall accept the fair rent assessed/ to be assessed by the LA Collector.



- (iii) I/We understand that if my offer is accepted by WBSWC, I/We shall be bound to execute an agreement in the prescribed format within 7 (seven) days from the date of communication of the acceptance.
- (iv) I/We understand that WBSWC will have full authority and discretion to de-hire the godown without showing any reason with a notice of one month or with one month's rent, in lieu of the notice.
- (v) I/We understand that WBSWC may, at its sole discretion, decide whether the offered godown and/or its location will be suitable or not and it reserves the right to inspect the godown premises to decide whether the godown is suitable for storage of rice.

Place:

Date:

Signature of the applicant(s)  
Name (in BLOCK letters):

N.B.

**i) No Point Should Be Left Blank, If Any Point Seems to be Not Applicable, Write N.A.**

**ii) Offering of godown for hiring does not mean acceptance for hiring of such godown.**

### VERIFICATION

I/We ..... declare that aforesaid statements are true to the best of my / our knowledge and belief and if any information in any time is found incorrect my/our candidature shall be liable for rejection.


Place:

Signature of the applicant(s)

Date:

List of documents enclosed:

- 1.
- 2.





**PROFORMA APPLICATION****(Financial Bid)****(To be submitted in separate sealed envelope)**

To  
 The Managing Director,  
 West Bengal State Warehousing Corporation,  
 KHADYA BHAWAN, B-Block (4th Floor), 11-A, Mirza Ghalib Street,  
 Kolkata-700 087,

Sir,

In response to the advertisement vide memo no..... dated ..... of West Bengal State Warehousing Corporation for hiring of godown, I/we agree to offer my/our godown for storage of rice in the rate per square feet per month as per particulars furnished below:

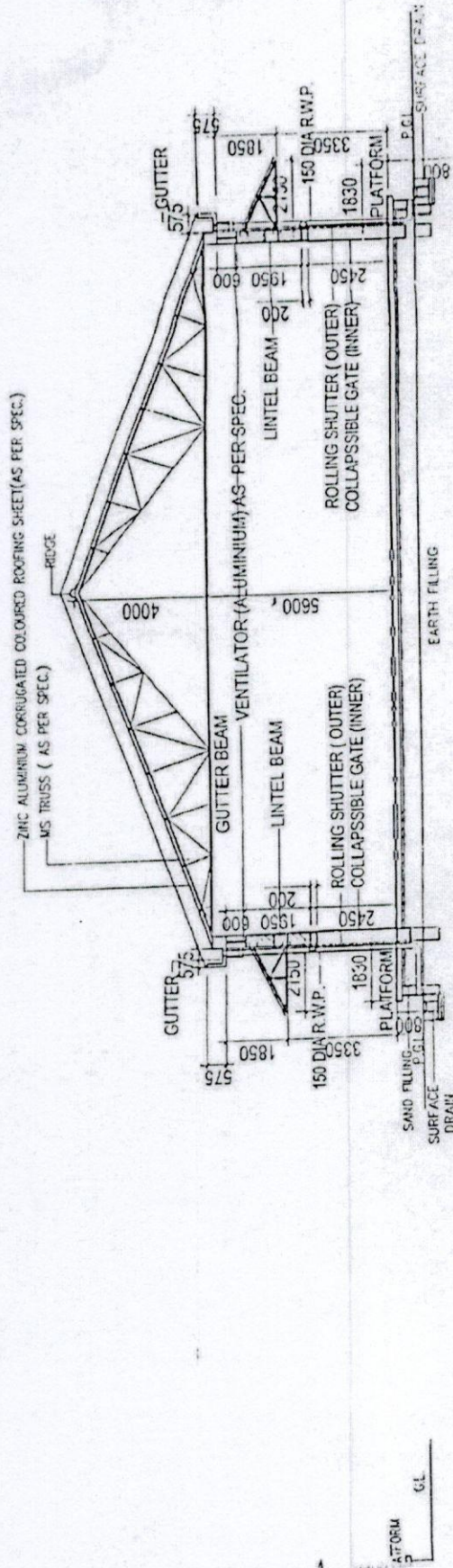
<b>Godown details with address</b>	<b>Indicate the rate per square feet per month of the floor area of the shed at which the godown(s) will be let out inclusive all taxes/cess etc. exclusive of GST (indicate the rate both in figures &amp; words upto two decimal points):</b>
	<b>Rs..... per Sq.ft. only)</b> (in words: Rupees ..... Per Sq. ft. only)

Place:  
 Date:

Signature of the Applicant(s)

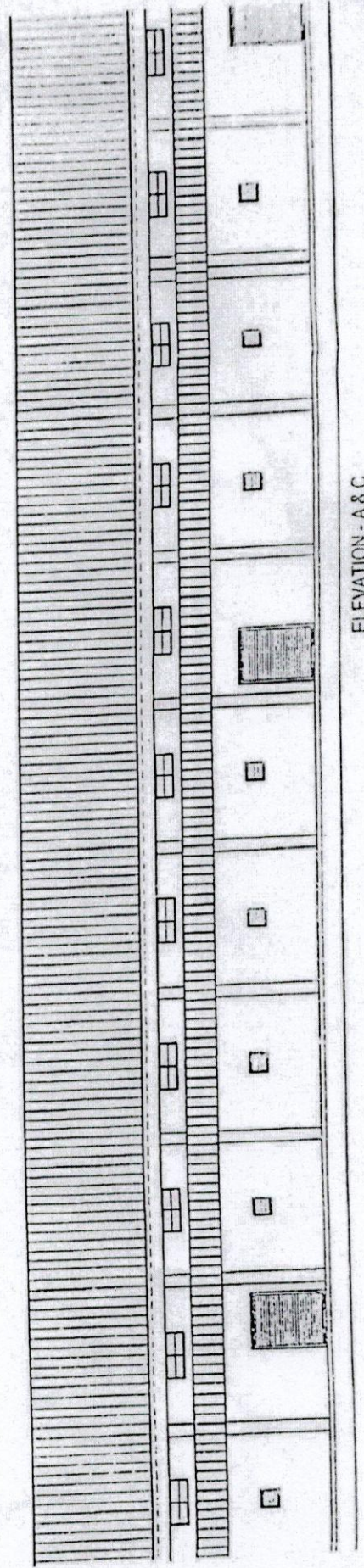


# Annexure - III



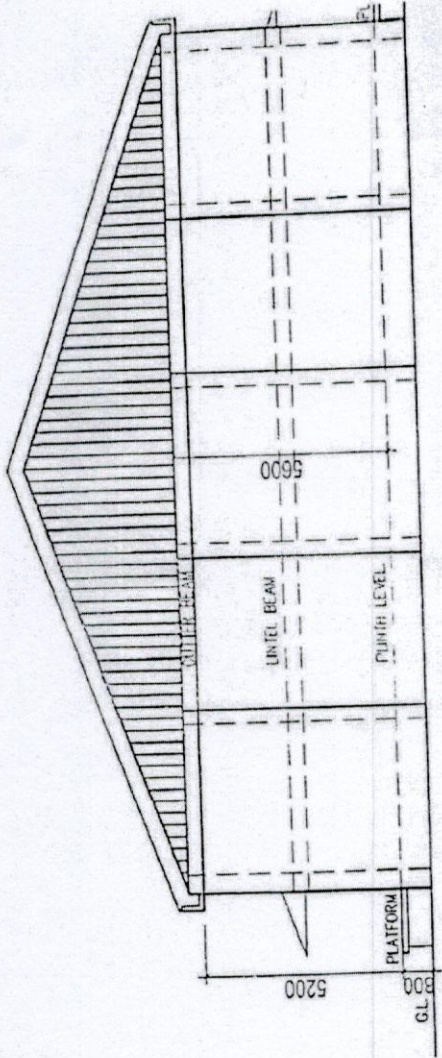
CROSS SECTION-AA

*[Handwritten signature]*

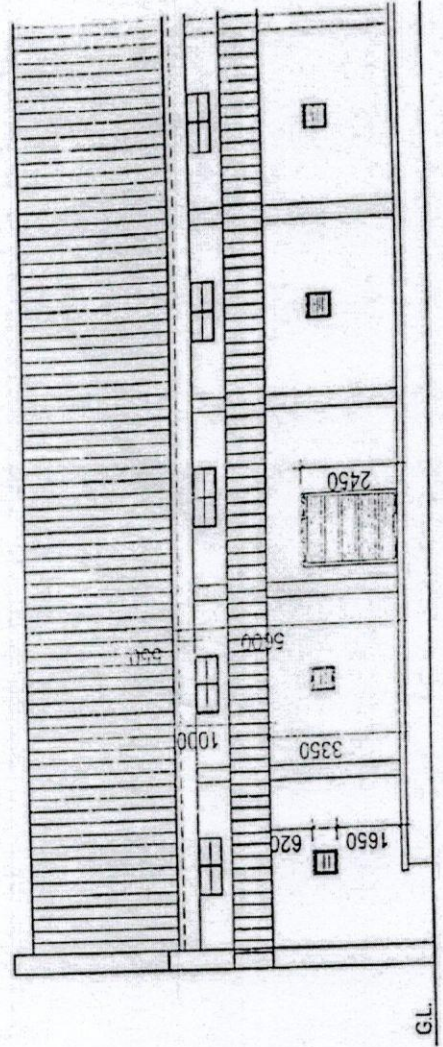


ELEVATION - A & C

Annexure - III



ELEVATION - B & D



*Handwritten signature*



Agreement Format (that needs to be signed after selection of the godown(s) offered)  
(to be signed in Non-judicial stamp paper of Rs. 100/-)

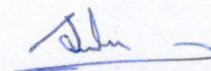
ARTICLES OF AGREEMENT MADE THIS .....(date) BETWEEN WEST BENGAL STATE WAREHOUSING CORPORATION, a Statutory Body constituted under Warehousing Corporation Act, 1962 having its office at 11A, Mirza Ghalib Street, Block - B (4<sup>th</sup> floor), Kolkata - 700087, hereinafter referred to as the "Corporation" (which expression shall unless excluded by or repugnant to context include the successor and assigns) of the ONE PART and ....., the Godown Owner of the godown in the name as "..... Godown" situated at ....., ....., ....., Mouza - ....., and JL No. ....., Khatian No. ....., Plot No. .... in the district of ..... hereinafter referred to as Godown Owner which expression shall unless repugnant to and excluded by context the deemed to include his respective heirs, executors, administrators, representatives and assigns of the OTHER PART.

WHEREAS the above mentioned Godown Owner is the owner and absolutely seized and possessed of all the piece and parcel of land together with shed and structures thereon situated at ....., ....., ....., Mouza - ....., and JL No. ....., Khatian No. ....., Plot No. .... in the district of ..... and has full authority to let out the shade and structures, godowns and other ancillaries as on the date of execution of the agreement and continuation of the tenancy.

AND WHEREAS the aforesaid Godown Owner having accepted the Offer of the Corporation and having agreed to let out to the Corporation, the Godowns and other ancillaries in the aforesaid premises measuring ..... Sq. ft. (Shed 01 - ..... Sq.ft., etc.) with total capacity of ..... MT (as assessed by the District Controller) on the terms & conditions hereinafter mentioned.

NOW THIS AGREEMENT WITNESSETH and it is hereby agreed by between the parties as follows: -

1. The Terms & Conditions covenants, stipulated and agreements hereinafter contained and on the part of the Corporation to be paid observed and performed, the Godown Owner hereby let out to the Corporation all that Godowns and other ancillaries measuring ..... Sq. ft. (Shed 01 - ..... Sq.ft., etc.) with total capacity of ..... MT (as assessed by the District Controller), with all rights, easement and appurtenances, belonging thereto on monthly tenancy basis yielding and paying thereto unto the Godown Owner the monthly rent of Rs. ..../- (Rupees ..... ) only as assessed by the concerned LA Collector with retrospective effect from ..... to 30-09-2025 inclusive of all rates & taxes payable according to the English Calendar month within three months from the date of submission of monthly rent bill by the Godown Owner.



2. The rent shall be increased after completion of every 03(three) years as per L.A. Collector's assessment.
3. The Godown Owner shall keep the Godown in leak proof condition and shall undertake repair as and when it is found necessary and all costs involved therein shall be borne by the Godown Owner.
4. The Corporation should not keep any inflammable and hazardous materials within the occupied portion.
5. The Corporation, i.e. the one part shall have the liberty to sub-let the godown to the F&S Deptt. For storage of procured rice.
6. It is agreed that the godown owner will bear the expenses on account of property tax, local taxes and service tax if any and any other expenditure which will be required to make the godown storage worthy.
7. It is agreed that the Corporation will bear the expenditure on account of electricity consumption of the godown premises during the tenancy period subject to production of duly paid Electricity Bills and apportionment of the amount for the godown taken on hire.
8. Operation of weighbridge, if any, will be undertaken by the owner of the godown.
9. Security personnel will be provided by the end of WBSWC.
10. The Corporation shall be at liberty to de-hire the godown by giving one month's notice to the owner of the godown.
11. The owner similarly may serve notice to the tenant for vacating the godown by giving 3 (three) months' notice.
12. The owner of the godown shall be responsible for make good the loss to the Corporation if any stocks of food grains is damaged by rainwater due to leakage for constructional defects.
13. It is agreed that in case of any disputes and or differences as regards the interpretation including the question of determination, the prevailing law of land shall apply.

**IN WITNESSETH WHEREOF** the Parties hereunto set subscribed their respective hands, the day month and year first above written.

**SIGNED, SEALED AND DELIVERED** by the **WEST BENGAL STATE WAREHOUSING CORPORATION** represented by the **OSD & E.O. Secretary of the Corporation** at Kolkata in the presence of: -

1. ...., WBSWC

  
OSD & E.O. Secretary,

WBSWC

2. ...., WBSWC

3. ...., WBSWC

**SIGNED, SEALED AND DELIVERED** by ....., the Godown Owner of the godown in the name as "..... Godown" situated at ....., ....., Mouza - ....., and **JL No.** ....., **Khatian No.** ....., **Plot No.** ..... in the district of ..... being the other part at Kolkata in the presence of:

1.

2.

.....  
**GODOWN OWNER**

