

**IT PARKS OPERATIONAL AND  
ONLINE SPACE BOOKING  
MANUAL  
AMENDMENT**

2024

West Bengal Electronics Industry Development Corporation Limited  
(WBEIDCL)

## 2. Document Control

**Document Title:** IT Parks operational and online space booking manual

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1	3 <sup>rd</sup> May 2021	1.0
2	09th August' 2024	Amendment

The following Amendment is hereby made to the relevant terms and conditions of the IT Parks Operational and Online Space Booking Manual (aka IT Park Manual) as furnished below,

1. The page no 9 of existing IT Park Manual shall be replaced with the following,

**6. Payment terms – AC P&P/ AC Non-P&P/ Non-AC Non-P&P/ IT support-Commercial / co working/**

**Rental rates:**

Presently rental rates of all of our establishment excepting at two nos. set up (WECS premises and WEOL Building) are based on carpet area of the space occupied by the entrepreneurs exclusively for their own use.

**Service charges:**

Service charges/ common area maintenance charges are also based on the carpet area of the space occupied for the purpose of common area maintenance

**EMD** (advance rent) – Advance rent for One/ Three/ Five /Six months in accordance to the tenure of the agreement as per the table mentioned below. EMD to be adjusted with Last One/ Three/ Five /Six months' rent.

**SD**- SD amount will be fixed in accordance to the tenure of agreement as per the table mentioned below. SD amount will be refunded back after handing over the vacate possession of the occupied module. The SD amount will be adjusted with the outstanding rental etc. amount, if any while surrendering the space and the cost of damages done, if any found during the process of surrendering the space.

**Table-1: EMD and SD amount**

Tenancy Period (rental agreement)	EMD (1 month rent + service charge) (excluding of GST)	Security Deposit (1 month rent excluding of GST)
Below 3 years	1 month	3 month
3 Years to less than 5 Years	3 months	5 months
5 Years	5 months	
More than 5 years	6 months	Total tenure in months/12, subject to maximum of 12 months

**Rent & Service Charge**

Monthly bill against rent and service charges will be raised with in 7<sup>th</sup> day of the instant month and payment to be made by the allottee with in 10<sup>th</sup> day of the respective month.

In case of non-receipt of monthly invoice (rent + service charge, electricity bill and others as applicable) by the occupant for any unforeseen reason, allottee/occupant is liable to pay the said invoice amount (monthly amount) for that period, as per stipulation.

2. The clause regarding **Handing Over of Allotted Space** and **Fit out Time** mentioned at page no 15 of existing IT Park Manual shall be replaced with the following,

**Handing Over of Allotted Space**

- The date of LOA shall be considered as the date of Possession handover. The allottee will take over the possession from the local in-charge showing the Final allotment letter as issued by RMC in favour of the respective allottee immediately after the issuance of Final Allotment letter. A handover statement will be signed by both allottee and the local in-charge of respective IT Park/ Building.
- The inventory of the materials/ furniture/ Electrical fixtures, if any as fitted and the room status etc. will be signed jointly and the copy of the will be handed over to them.
- Electricity meter reading (excepting SDF and STPII) of dual meter of respective module will jointly be recorded and to be signed. The copy of the same will be handed over to allottee.
- In case, the allottee will not take over of the possession with in 10 days' time without any information/ prayer, the EMD and SD will be forfeited. In case, the allottee cannot take over the possession within specified time for any medical reason or any unforeseen reason, the special time may be allowed against their prayer and if found reasonable by the competent authority.

**Fit out Time**

Rent free fit out time will be given for the following facilities:

AC with Plug & Play – 15 days from the date of Final Allotment Letter

Non-Plug & Play / commercial/ bare module – 45 days from the date of Final Allotment Letter

Co Working space – No fit-out time

Cafeteria- No fit-out time (furnished cafeteria)

3. A new clause of Rent Hike is added and such revised clause is mentioned below,

“Rent & Service Charge rates shall be enhanced @ 3% per year starting from FY 2025-2026. The present rates shall be enhanced by 3% starting from 01-04-2025 and shall be valid till 31-03-2026 and thereafter shall automatically be enhanced by 3% with effect from 1<sup>st</sup> April of every year.”