

IT PARKS OPERATIONAL AND ONLINE SPACE BOOKING MANUAL AMENDMENT_2.0

2025

West Bengal Electronics Industry Development Corporation Limited
(WBEIDCL)

2. Document Control

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2	09th August' 2024	Amendment 1.0
1	22 nd Sept 2025	Amendment 2.0

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 12 to page no 15 (till the clause of Handing over of allotted space) of existing IT Park Manual shall be replaced with the following,

7. Allotment of Built up space: Rates for each module consist of rent and Service charge. Bidding will be on 'Rent' component only. Service charge will remain the same.

1. The bidding price shall be in INR per Square ft. of carpet area per month basis above the bid starting price and bid shall be made in whole Rupee only with bid incremental value of Re 1/-.
2. There is a 'Bid Start Price' for the spaces, which is Rs. XX / per sqft per month (to be shown against each module).
3. One can start bidding at the minimum 'Bid Start price". Incremental bid value will be at least Re. 1/- per sqft. of carpet area per month. Bid shall be made in whole Rupee only.
4. Bidding window will be open for 24 hours.
5. Bidding will stop if no bid is received within the bidding window.
6. Bidding will continue if bid is received within the bidding window and will remain open for another 24 hours from the time of the last bid.
7. The tenancy period for the e-auction process shall be 11 months by default.
8. EMD will be forfeited if H1 bidder fails to pay additional EMD, SD within 10 days of declaration as H1 bidder.
9. In all other cases, EMD will be refunded, without interest, unless there is an attempt by the applicant/ bidder to vitiate the bidding process.
10. The rates (both rent & service charge) shall automatically be enhanced by 3% rounded to the next multiple of Re. 1(or as decided by management from time to time) starting from 01-04-2026.
11. Webel will retain the right to cancel bidding/ allotment at any point, without assigning any reason.
12. As per Webel's policy, a tenant who wants to surrender a module, needs to serve 1 month notice period. Modules under surrender period (to be surrendered in a month say "M") will be shown under property available for auction in month "M". In case a tenant who initially served surrender notice, later wishes to retain the module, he has to participate in the bid and become H1. However, if no bid is received or nobody showed interest in bidding, he may retain the module at 'Bid Start Price'/ Existing rate, whichever is higher.

Pre- bidding stage-

1. Bidding will be held on the Webel Space allotment portal/system.
2. Properties available for bidding will be shown as "Properties Available for bidding".
3. Interested applicants will:
 - i) Click an option a) Existing/ Former Tenant or b) New tenant. If Existing/ Former Tenant option is chosen then a box will appear to give details of Module number & IT park name.

- ii) Register themselves on the portal by filling Co. name, mobile number, e-mail id and PAN. (Applicable for new tenants)
 - iii) Pay EMD. Earnest Money Deposit (EMD) for the selected space shall be one month rent and service charge of that particular module at bid start rate (auto calculated by the online system).
 - iv) Upload requisite documents. (List of Documents to be referred).
 - v) Click a checkbox stating that all documents submitted are true and correct and the applicant will be responsible for any error/ omission of facts.
4. Once uploaded/ data filled, no modification is allowed.

Bidding stage-

- 1. E-auction shall be conducted among the eligible bidders. On the day of the e-auction, bidders have to visit the Webel website and submit their bids within the scheduled time.
- 2. The highest bid will be visible to all participants and Webel authority. Each Participant can view the highest rate and the rate submitted by them.
- 3. Automatic E-mail Notification will be sent to all participants on i) bid submission, ii) on each out-bid submission iii) time extension of bids as mentioned point 7, iv) on closure of bid.

Approval of final bid

- 1. The selection for allotment would be made in favour of a single successful bidder who has quoted highest (H1) rate above minimum “Reserve Price” and who has been found to have fulfilled all conditions of allotment as stated in these documents.
- 2. System generated acknowledgement will be issued to the H1 bidder and regret letter to other participants. Declaration of H1 will be auto generated.
- 3. Once H1 bidder is declared as H1, EMD of unsuccessful bidders will be refunded.
- 4. The system will auto- calculate additional EMD to be taken and SD to be taken.

Example- As per our policy,

i) $EMD = \{ (Rent + Service\ charge) \text{ per sq ft.} \times \text{Area sq ft} \times 1\ \text{month} \}$

ii) $SD = \text{Rent per sqft} \times \text{Area sq ft} \times 3\ \text{months}$

If Base Rent rate is Rs 60/- & Service charge is Rs 10/- per sq ft for a 1000 sq ft module, then EMD to be paid initially for showing interest is Rs $\{ (60+10) \times 1000 \} = 70,000/-$

Now if H1 wins at Rent rate of Rs 65/- per sq ft. Then, after declaring him as H1 has to pay additional EMD of Rs $\{ (65-60) \times 1000 \} = \text{Rs } 5000/-$

And SD of Rs $(65 \times 1000 \times 3) = \text{Rs } 1,95,000/-$

CHECKLIST FOR DOCUMENTS :-

1. Introduction about the Organization/Company:

- i. Date of incorporation and uploading of CIN document
- ii. Nature of Business
- iii. Details of activities to be carried out from the applied premises
- iv. Proposed Manpower
- v. Proposed Investment

2. Memorandum and Articles of Association (only in case of Ltd./Pvt. Ltd. Company)/Partnership deed/Proprietor declaration before notary
3. Copy of PAN Card of the Company. In case of Proprietor, copy of PAN Card/Aadhar Card of Proprietor.
4. Balance sheet of Last two years (if any)
 - i) Total Income
 - ii) PAT
5. Details of Directors/ /Partners/ Prop.: Photo ID proof & Address Proof
 - i. List of Directors/Partners/Name of Proprietor (to be given on letterhead)
 - ii. Residential Address, Telephone Number
 - iii. PAN/Passport/Aadhaar/Voter Card Details
 - iv. Brief Bio-data
6. Registration under Shops and Establishment Act or Municipality Trade License stating item of business / trade as “IT/ITeS/ESDM”
7. Web site address of the company, official email Ids
8. GST Certificate (Optional)
9. DIPP certificate (for start-up) and UDYAM certificate, if any
10. Provide at least one job credential (ongoing/awarded/completed within last 1 year) to prove that the company is working in the field of IT/ITeS/ESDM sector