



**West Bengal Housing Infrastructure Development Corporation Limited**  
(A Govt. of West Bengal Undertaking)  
HIDCO BHABAN, 35-1111, Biswa Bangla Sarani, 3rd Rotary, New Town, Kolkata - 700156  
Telephone No. (033) 2324-6037/38, Fax: (033) 2324-3016  
e-mail: [info@wbhidco.com](mailto:info@wbhidco.com) website: [www.wbidcoltd.com](http://www.wbidcoltd.com)

**NOTICE INVITING EXPRESSION OF INTEREST FOR OPERATING MAGAZINE STALL  
AT SMART BUS SHELTERS OF DIFFERENT BUS STANDS AT NEWTOWN, KOLKATA**

Memo No: 3694/HIDCO/Admn-3808/2020

Dated: 11/12/2020

An Expression of Interest (EOI) with financial proposal for operating 03(three) **Magazine Stalls** measuring about approx. 7.0 sq.ft. each at the following locations of New Town, Kolkata, on monthly License fee basis, is hereby invited from the eligible agencies.

Sl. No.	Location of the Magazine Stall
1.	Coal India Bus Stand at Smart Bus Shelter
2.	Aliah University Bus Stand East
3.	Aliah University Bus Stand West

**A. General Terms and Conditions of bid for each of the above Magazine Stall:**

1. The bidder shall operate the Stall to sell various books, periodicals, newspapers etc.
2. One bidder can apply for only 01(ONE) stall.
3. The bidders who have been allotted shop/stall by HIDCO or NKDA for running any business in New Town and/or those who have in the past 3 (three) years operated any shop/stall in New Town of HIDCO/NKDA are not eligible to apply.
4. The bidders who have either been blacklisted from participation in any tender/quotation of HIDCO/NKDA/any office/organization earlier or have record of defaulted in payment of rent to HIDCO/NKDA are not eligible to apply.

5. The bidders who have been disqualified from running their business earlier at HIDCO/NKDA allotted space due to non-observance of required terms and conditions and whose letter of allotment/acceptance has been cancelled by the Competent Authority, are not eligible to apply.
6. The waste materials generated out of running the stall will be handled by the agency as per rules and guidance of New Town Kolkata Development Authority (NKDA) for collection by their solid waste management staff from a particular point as decided by the NKDA. NKDA will clear and replace the waste bins from time to time in normal way. But, if required, the agency may keep separate waste bins to store the garbage at their own arrangement and no littering will be allowed under any circumstances. The agency will be responsible for elimination of the littering and penalty will be imposed for such deviation. WBHIDCO Authority reserves the right to cancel the rent agreement in such cases.
7. The entire arrangement should be in pollution free manner. In case of any deviation, the contract shall also be liable to be cancelled.
8. Sufficient fire safety measures should be arranged by the agency.
9. The selected agency shall be bound to comply with the requisition and direction of the WBHIDCO's authorized representative(s).
10. The agency shall ensure that staff engaged for the purpose is polite and free from communicable diseases.
11. The agency will be solely responsible for all payments and observance and compliance of relevant provision of laws/rules/regulations etc. in respect of his employees and the business of running the store. WBHIDCO authority or his authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
12. The area of each of Stall is approx. 7.0 sq.ft. (Non-AC).
13. Reserve License fee for each of space is Rs.252/- (Rupees two hundred fifty two only) excluding GST.
14. Bid is to be submitted in sealed covers addressed to General Manager (Administration) at his office of HIDCO BHABAN, Premises No.-35-1111, Biswa Bangla Sarani, New Town, Kolkata-700156.
15. Last date and time for submission of bid/offer by the intending participants is on 18/12/2020 up to 12.00 noon in the Tender Box kept in the office chamber of General Manager (Administration), WB HIDCO Ltd.

16. Bids will be opened on 18/12/2020 after 2.00 P.M. for Sl. No. 1, 2 & 3 one after another at the office chamber of General Manager (Administration) WBHIDCO Ltd. The bidders or their authorized representative may remain present at the time of opening the bid.
17. The successful bidder will have to start the business within 15 (fifteen) days from the date of issuance of Letter of Acceptance (LOA).
18. Sub-leasing, sub-letting of the space will not be allowed.
19. The successful Bidder himself shall have to procure all materials/items required for running the business and will run the business by their own employees. No material will be issued by WBHIDCO Ltd.
20. WBHIDCO Ltd. reserves the right to accept or reject any offer without assigning any reason whatsoever. In case of cancellation, no liability will be incurred by WB HIDCO Ltd.
21. No offer will be entertained if received through Post / Courier after 12.00 noon on 18/11/2020.
22. The upfront payment of License fee will have to be paid on monthly basis. The License fee is payable from the date of receiving of possession of the space.
23. The monthly license fee will be enhanced @3% in every eleven months on renewal of agreement on mutual consent.
24. The bids above the reserved License Fee only will be taken into consideration. In case of a tie in respect of the highest bid, the Bidders offering the highest bids will be requested to submit closed revised offers again.
25. No change in the amount of offered payment will be considered in any way after finalization of the bid.
26. Conditional E.O.I will not be accepted and shall be deemed as informal.
27. Before submitting any offer, the intending Bidders should make themselves acquainted thoroughly with the prevailing local conditions by way of actual inspection of the site and no claim whatsoever will be entertained after finalization of the bid.
28. The selected Bidder will have to enter into a renewable agreement of eleven months with WBHIDCO Ltd. within 15 (Fifteen) days from the date of issuance of LOA.

29. The Stall will be initially allotted for 11 (eleven) months on License basis, which may be extended further if considered satisfactory by the authority of WBHIDCO Ltd.
30. The agreement can be terminated in case of irregularities/ under-performance/ non-payment of upfront monthly License fee/suppression of facts by giving a written notice of one month.
31. The bidder will have to bear maintenance charge of internal cleaning.
32. The Electricity charges will have to be paid by the bidder separately by installing a separate meter or on point wise average consumption as determined by the electrical wing of this organization.
33. GST at the applicable rate will have to be paid along with monthly License fee by the successful bidder.
34. The safety restrictions including wearing of masks, maintaining of social distances and sanitization of Stall shall be strictly followed in view of wake of COVID-19 pandemic.

## **B. BID Documents**

1. The participant Bidders must submit their bid /offer in 03 (three) separate sealed envelopes i.e. **Packet (A)**, **Packet (B)** and **Packet (C)**. On every packet, memo no. and date of this EOI, the name of the Bidder have to be written clearly.
2. Packet (A) will contain Earnest Money Deposit amounting to Rs.1,000.00 (Rupees one thousand) only drawn on any Nationalized Bank in the form of Bank Draft in favour of WB HIDCO Ltd payable at Kolkata. Without submission of the EMD, the application will be considered summarily cancelled. EMD of unsuccessful Bidders will be returned in due course.
3. Packet (B) will contain (i) application mentioning location of the Magazine Stall at different Smart Bus Shelters, New Town, Kolkata and super scribing memo no. and date of this EOI mentioning name and address of the Bidder, (ii) Copy of valid PAN issued by the Income Tax Dept., Government of India, (iii) Valid GST registration no., if any, (iv) Valid Trade License, if any, issued by any other authority and (v) Professional Tax registration, if any. For the Stall, the selected bidder has to procure trade licence from NKDA within 2 (two) months from the date of signing of agreement.

4. Packet (C) will contain only the financial bid mentioning clearly the percentage (%) quoted over and above the declared reserved monthly License fee. The rate quoted should be on the percentage (%) on declared monthly rent only (i.e. xxxx% above) considering all types of payments/charges to be paid by the Bidder for running the Stall.
5. All the above sealed covers should be put in a bigger sealed cover super scribing "Magazine Stall at ....., New Town, Kolkata", memo no. and date of this EOI mentioning name and address of the Bidder and addressed to General Manager (Administration), WBHIDCO Ltd. at his office on the sixth floor of HIDCO BHABAN, Premises No.35-1111, Biswa Bangla Sarani, 3rd Rotary, New Town, Kolkata-700156.
6. Bid offer has to be submitted on the letter head of the Bidder signed by the Bidder himself or authorized representative of the Bidder, who will also sign all documents in the bid.
7. All the documents submitted by the bidder are also to be signed by the Bidder himself or authorized representative of the Bidder.
8. The offer will remain valid for 3 years from the date of submission.
9. Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the Bidder or his/her authorized representative without which the bid/offer may be informal.



**General Manager (Administration)**

Memo No:3694/1(5)/HIDCO/Admn-3808/2020

Dated:11/12/2020

Copy forwarded for information and necessary action to :

1. Chief Executive Officer, NKDA
2. Addl. Chief Engineer, HIDCO
3. Chief Finance Officer, HIDCO
4. AGM-in-Charge, Eng. Div.-III, HIDCO
5. PS to Chairman, HIDCO
6. PA to Joint Managing Director (Admn), HIDCO



**General Manager (Administration)**