



**West Bengal Housing Infrastructure Development Corporation Limited**  
(A Govt. of West Bengal Undertaking)

HIDCO BHABAN, Premises No.35-1111, Biswa Bangla Sarani, 3<sup>rd</sup> Rotary,  
New Town, Kolkata-700156

**Telephone No. (033) 2324-6037/38**

**e-mail: [info@wbhidco.in](mailto:info@wbhidco.in) website: [www.wbidcoltd.com](http://www.wbidcoltd.com)**

Memo No.2031/HIDCO/ADMIN-3906/2021

Date: 28.07.2022

**EXPRESSION OF INTEREST**

**EXPRESSION OF INTEREST (EOI) FOR RENTING OUT SPACE FOR OPERATING BOOK SHOP INSIDE THE "ALIPORE INDEPENDENCE MUSEUM (AIM)" PREMISES**

**WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.** (WBHIDCO), an enterprise under the Housing Department, Govt. of West Bengal, invites offer from **eligible, reputed and resourceful agencies for operating book shop on regular basis**, subject to issuance of License from Competent Authority inside the Alipore Independence Museum premises.

The applicant/agencies are advised to carefully read all the 'Terms & Conditions' contained in this EOI. They should particularly go through all the mandatory eligibility requirements. Agencies desirous of participating in the EOI should send an email in the e-mail ID [hidcokiosk@wbhidco.in](mailto:hidcokiosk@wbhidco.in) mentioning their proposal of interest. The detailed EOI document is available at <https://www.wbidcoltd.com>.

Applications submitted by the intending agency will be evaluated as per norms laid down in this regard. WBHIDCO Ltd. reserves the right to accept / reject any or all offers at its sole discretion without assigning any reason whatsoever and the same will be binding on the Applicants.

**Schedule of Dates**

Sl. No.	Activity	Date & Time
1	EOI Publish Date	28-07-2022
2	Pre-bid Meeting	02-08-2022 : 02:00 PM
3	EOI Submission Start Date	29-07-2022 : 10:00 AM
4	EOI Submission End Date	08-08-2022 : 06:00 PM
5	Technical presentation on Proposal	To be notified
6	Publication of list for the successful agencies	To be notified

GENERAL MANAGER (ADMIN)  
WBHIDCO LTD.

## **THE OFFER**

**WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.** (WBHIDCO), an enterprise under the Housing Department, Govt. of West Bengal, invites offer from **eligible, reputed and resourceful agencies for operating book shop on regular basis**, subject to issuance of License from Competent Authority inside the Alipore Independence Museum premises.

### **1. TERMS AND CONDITIONS**

- i.** Expression of Interest is being invited for getting possession on rental basis as per the schedule of property under clause 2 of the EOI. WBHIDCO, however, reserves the right to cancel the EOI at any stage prior to the signing of the agreement. WBHIDCO shall not be liable to pay any compensation to any agency for any loss that they may incur due to such cancellation.
- ii.** This EOI is governed by the TERMS & CONDITIONS as contained herein.
- iii.** The selected Agency 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 and it may further be extended, if considered satisfactory by the authority of WBHIDCO Ltd., subject to enhancement of 3% of rent for consecutive terms.
- iv.** EOI opening time and other dates & times mentioned in the EOI document may be treated as (IST) Indian Standard Time only.
- v.** WBHIDCO, however, reserves the right to accept/reject any or all of the Bids without assigning any reasons thereof and the decision of WBHIDCO would be final and binding upon the Agencies.
- vi.** The agencies 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.
- vii.** The agencies 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.
- viii.** The entire arrangement should be made in pollution free manner. In case of any deviation, the contract shall also be liable to be cancelled.
- ix.** Sufficient fire safety measures should be arranged by the agency and the agency should obtain Fire License Certificate, if required.
- x.** The waste materials generated out of the running of the book shop will be handled by the agency as per rules and guidance of Kolkata Municipal Corporation(KMC). 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.
- xi.** The selected agency shall be bound to comply with the requisition and direction of the WBHIDCO's authorized representative(s).
- xii.** The successful agency 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.
- xiii.** The agency will be responsible for maintaining high standards of hygiene and cleanliness and for full observance of all relevant regulations of Government / WBHIDCO authority. The agency shall ensure that staff engaged for the purpose is well

trained, polite, and free from communicable diseases. The staff should be well dressed in a uniform whose design shall have prior approval of the WBHIDCO authority or his authorized representative(s). Each employee shall wear a photo identity card provided by the agency and approved by WBHIDCO.

- xiv. 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 book shop. WBHIDCO authority or his authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
- xv. Sub-leasing, sub-letting of the book shop will not be allowed.
- xvi. 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.
- xvii. 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 book shop or from the date of execution of agreement whichever is earlier.
- xviii. Before submitting any offer, the intending Agencies 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.
- xix. 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.
- xx. The agency will have to bear maintenance charge of internal cleaning.
- xxi. The Electricity charges will have to be paid by the agency separately.
- xxii. GST @18% on Rent has to be paid by the successful agency.
- xxiii. Proposal need to be submitted along with the relevant documents.

## **2. SCHEDULE OF PROPERTY**

### **Schedule of the book shop available for rent**

<b>Sl. No.</b>	<b>Book Shop</b>	<b>Location</b>	<b>Area</b>	<b>number</b>
1	Book Shop	Inside the AIM	Non AC – 227.65 sq. ft.	1

### **3. Monthly Rent**

a. Non Air Conditioned: Rs7512.45 +GST as applicable. Rate -Rs 33/ sq. ft

### **4. Earnest Money Deposit (EMD)**

All interested agencies have to deposit Rs. 10,000/- (Rupees Ten Thousand) as EMD in the form of Demand Draft in favour of WBHIDCO Ltd.

### **5. Submission procedure**

All interested agencies are requested to send the copy of Demand Draft (EMD) along with the qualification & proposal documents in the email ID: [hidcokiosk@wbhidco.in](mailto:hidcokiosk@wbhidco.in) within the stipulated period of time.

The Hard copies of the proposal documents along with original EMD to be submitted within 3 days from the last date of submission of application.

## 6. Evaluation procedure

Upon receipt of applications from various interested agencies, WBHIDCO will verify all the credentials submitted by them in sequence of submission (only the computer-shown receiving time would be considered). Selection of the agencies will be done by the cumulative marks secured by them as per the scheduled mentioned below. Winer will be the one who will secure maximum marks. Qualifying marks will be 30 out of total 50 marks.

SI No	Description of items	Marks assigned
1	Credentials (having experience in running the book shop)	15
2	Presentation	35
Total marks		50

## 7. CONTACT PERSON OF WBHIDCO

General Manager (Administration)  
WBHIDCO Limited, HIDCO Bhaban,  
35-1111, Biswa Bangla Sarani, 3<sup>rd</sup> Rotary,  
New Town, Kolkata-700156  
Telephone: 033-23246010, Email: [gm.admin@wbhidco.in](mailto:gm.admin@wbhidco.in)

## 8. ELIGIBILITY CONDITIONS FOR AGENCIES

SI.NO	ELIGIBILITY CRITERIA	DOCUMENT PROOF
1	<ul style="list-style-type: none"><li>The bidder may be a Company, Partnership Firm or Sole Proprietorship Firm.</li><li>The bidder shall be a <b>single entity</b></li><li>The bidder shall be solvent at the date of bidding</li></ul>	<ul style="list-style-type: none"><li>Documentary proof for business operation in India</li></ul>
2	The bidder must have an experience of carrying out similar type work i.e. operating any book shop during the last 5 years and must be registered in India with an experience of working in India for at least 5 years	Relevant documentation/certificate
3	The Bidder should not have in the past 5 years, preceding the due date of this proposal, been (i) Expelled from any contract by any government or government instrumentality (ii) barred by any government or government instrumentality in India.	A self-declaration by the Bidder may be submitted in this regard in a Non- Judicial Stamp Paper.

4	Other mandatory legal documents : <ul style="list-style-type: none"> <li>• Trade License</li> <li>• GST Certificate</li> <li>• Income Tax Return (Last 3FY)</li> <li>• Copy of PAN</li> <li>• Articles of Association/Company</li> <li>• Registration (depending on company type)</li> <li>• Professional Tax Clearance Certificate for last FY</li> </ul>	Copy of the valid documents
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**9. SITE INSPECTION**

All intending applicants are advised to visit the site and inspect the status of the premises including the infrastructure at their own cost, before applying.

**10. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)**

In case the submitted documents are found false or the applicant refuses to accept the offer letter/possession after being selected, their offer would stand cancelled, and the Earnest Money Deposit will automatically stand forfeited. In addition to such forfeiture as stated above the defaulting Agency may not be allowed to take part in any of the bids which may be held by WBHIDCO in future.

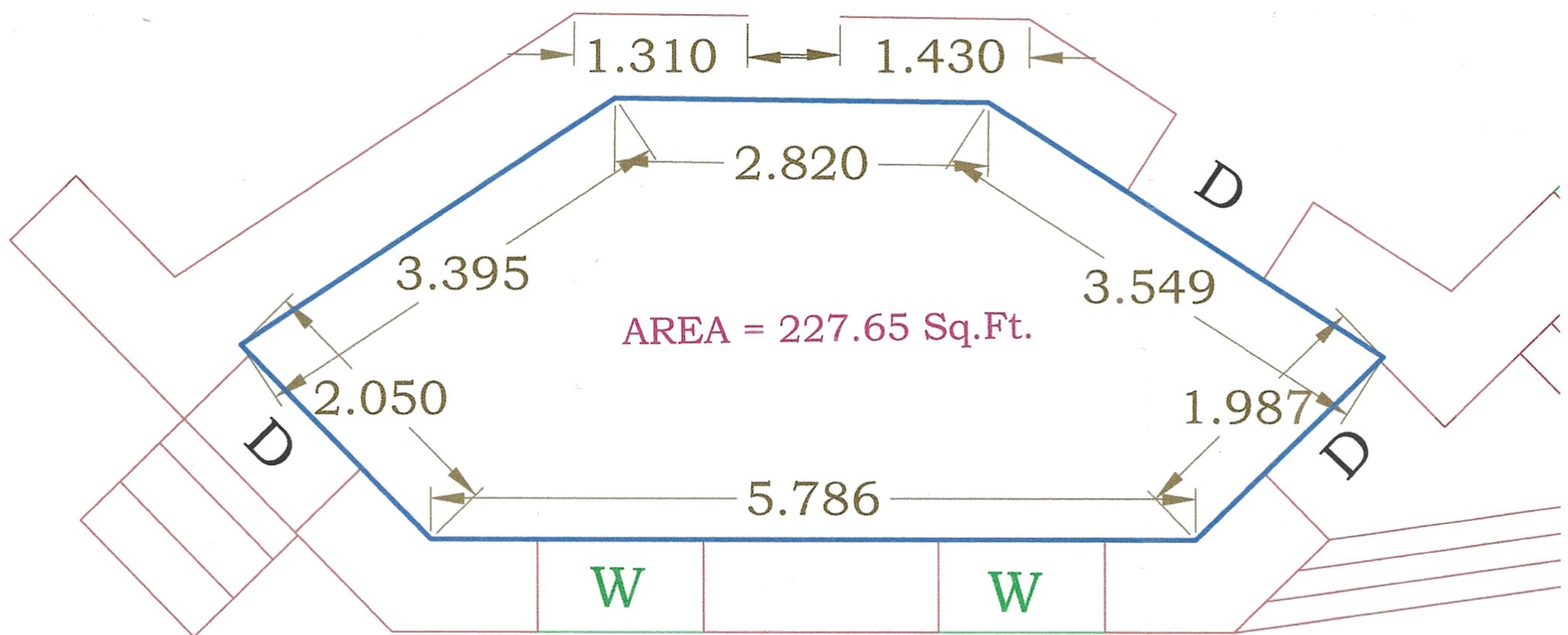
**11. PAYMENT SCHEDULE**

Selected agency on signing of agreement will need to pay the rental amount within 10 days of issue of the rental invoice.

**12. OBSERVANCE OF ACTS, RULES & REGULATIONS OF NEW TOWN**

All successful applicants will have to abide by the Acts, Rules and Regulations framed/ to be framed from time to time by the Government of West Bengal or any subsidiary authority. If any dispute/ difference arises relating to allotment, the decision of the authority of WBHIDCO shall be final and binding upon all. Any dispute arising in respect of it shall be subject to the exclusive jurisdiction of the Kolkata High court

**GENERAL MANAGER (ADMIN)  
WBHIDCO LTD.**



*[Handwritten signature]*  
28/12/2012

Gr. Floor of WATCH TOWER  
ALIPORE CENTRAL CORRECTIONAL HOME

*[Handwritten signature]*  
Additional General Manager (E)-III  
WBHIDCO