



West Bengal Housing Infrastructure Development Corporation Limited

(A Govt. of West Bengal Undertaking)

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

Telephone No. (033) 2324-6037/38

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No. 950/HIDCO/Admn-3956/2022

Date: 20.04.2022

NOTICE INVITING EXPRESSION OF INTEREST FROM ELIGIBLE CORPORATE BODIES AND PRIVATE ORGANISATIONS TO SET UP PLACEMENT AGENCIES AND JOB ORIENTED CENTRES IN A PRE-CONSTRUCTED INNOVATION CENTRE

TENDER REFERENCE NO: 950/HIDCO/Admn-3956/2022

The crossing of VIP Road (Kazi Nazrul Islam Sarani) and M.A.R. (Major Arterial Road) from New Town, Kolkata is one of the busiest & commercially vibrant places of Kolkata. Apart from being a densely populated residential area with business centres, it is also close to Kolkata International Airport. All visitors arriving at the airport have to cross this prime location on way to Kolkata or New Town. This location is ideal for being the front office for HR wings / placement agencies / recruitment centres / finishing schools or for anybody interested in acquiring talent. And it is here that a 4-storeyed Innovation Centre is built, where each floor of about 1425 sq.ft. can be rented from HIDCO, a Government undertaking, at affordable rates

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. (WBHIDCO), a Government of West Bengal Enterprise under the Department of Housing, Government of West Bengal, invites applications from eligible corporate bodies and private organisations registered under the companies Act to set up placement agencies and job oriented centres in the pre-constructed Innovation centre opposite Kaikhali -Haldiram, Kolkata and preparation of Bid Documents **through Online** for processing and setting up the desired centres in the Innovation centre.

The applicant bidders/contractors are advised to carefully read all the 'Terms & Conditions' contained in this EOI. They should particularly go through all the mandatory eligibility requirements. Bidders desirous of participating in the e-Tender should submit bids only if they fulfil eligibility criteria and are in possession of all the required Credential documents "in original" as they may be asked to submit the documents for verification purpose.

The detailed EOI document is available at <https://wbtenders.gov.in> and in <https://www.wbhidcoltd.com>. Interested participants who meet the eligibility criteria may submit the required documents online.

Technical bids are to be submitted duly digitally signed by the Class II or Class III digital signature in the e-tender portal <https://wbtenders.gov.in>. The acceptance of bid is not obligatory. This Notice inviting EoI does not imply that WBHIDCO is bound to select a bidder or to appoint the Selected Bidder, as the case may be.

The building floor details, and registration procedure are indicated in Schedule - A and Schedule - B, respectively.

Applications submitted by the intending Firms/Institutions 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.


20/04/22
General Manager (ADMN)

WBHIDCO LTD.

**EXPRESSION OF INTEREST FROM
ELIGIBLE CORPORATE BODIES AND PRIVATE ORGANISATIONS
TO SET UP PLACEMENT AGENCIES AND JOB ORIENTED TRAINING
CENTRES
IN A PRE-CONSTRUCTED INNOVATION CENTRE**

SCHEDULE-A

Schedule of floors in the pre-constructed Innovation centre opposite Kaikhali - Haldiram, Kolkata

Sl. No.	Floor	Area	Rent
1	Fourth	1425 sq ft	Rs 34/ sqft /month
2	Third	1425 sq ft	Rs 30/ sqft /month
3	Second	1425 sq ft	Rs 26/ sqft /month
4	First	1425 sq ft	Rs 22/ sqft /month
5	Ground	NA	NA



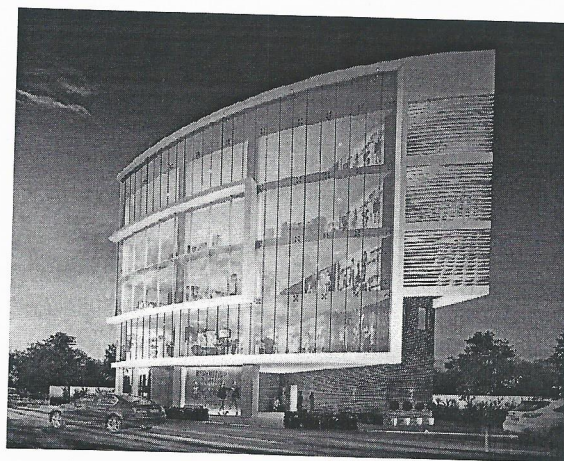
Location of the Innovation Centre



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Artist's Impression



SCHEDULE-B

1. ELIGIBILITY CRITERIA

- a. Registered companies, partnership firms, limited Liability Partnership firms.
- b. Organizations involved in generating employment for youths as their business like the following:
 - i. Placement agencies.
 - ii. HR agencies.
 - iii. Manpower supply agencies.
 - iv. Finishing schools.
 - v. Placement linked agencies who provide job-oriented skills / interview / grooming techniques / CV writing / AV profile creation etc for jobs.
 - vi. Employment oriented agencies.
 - vii. Any organization providing value addition service to job seekers.
- c. Registered start up agencies with valid registration with Department for promotion of Industry and Internal trade (DPIIT) Government of India or with Government of West Bengal may be considered for evaluation provided they can showcase recent activities towards skill training and placement with sufficient documentary evidence.

ELIGIBILITY CRITERIA		
General Eligibility:		
#	ELIGIBILITY CRITERIA	DOCUMENT PROOF
1	1. The bidder may be a Company, Partnership Firm 2. The bidder shall be a single entity and consortium is not allowed. 3. The bidder shall be solvent at the date of bidding.	1. Copy of Certificate of Incorporation / Registration under Companies Act 1956/2013 2. Documentary proof for business operation in India. 3. Solvency Certificate from the Bank.
2	The bidder must be registered in India with an experience of working in India for at least 3 years.	Document of Incorporation of the company and registration certificate

3	The Bidder should not have in the past 3 years, preceding the due date of this proposal, been expelled from any project or contract by any government in India	A self-declaration by the Bidder may be submitted in this regard in a Non-Judicial Stamp Paper.
4	The bidder should have a minimum average annual turnover of INR 1 Cr (one) only and must have a profit-making organization for the last 3 (three) years.	Annual Audited Accounts of last 3 (three) financial years ending 31st March 2021 needs to be submitted.
5	Other mandatory legal documents Trade License - GST Certificate - Income Tax Return (Last 3FY) - Copy of PAN - Articles of Association/Company - Professional Tax Clearance Certificate for last FY	Copy of the valid documents

2. **TECHNICAL EVALUATION CRITERIA**

Interested agencies will be evaluated and ranked, based on documents submitted and a presentation to the evaluation committee, constituted by WBHIDCO.

The evaluation will be made as per the following steps:

1. Based on the score achieved by adding up the Technical Evaluation and the Technical Presentation, the applications will be ranked in descending order from highest score to the lowest score. Anyone scoring less than 60% will be eliminated and not called for counselling.
2. The ranking will be published on the Website the WBHIDCO.
3. The applicant ranked first based on the highest total score will be given the option of choosing the floor first through a counselling session.
4. Similarly, the applicant ranked next will be allowed to choose the from the rest of the floors. This will continue till there are no ranked applicant or available floor left, whichever happens first.
5. In case all floors are not allotted from applications made within the last date (6 PM, 11/05/2022), further notice will be published for allotment on first come first served basis, provided they score more than 60%.

Technical Evaluation: Total Marks 50

Sl. No.	Criteria	Score	Supporting document to be submitted	Maximum Score
1	Average Turnover of last three financial years (2018-	Up to Rs. 20 lakhs	Copies of Audited Accounts for the last three financial years (2018-19, 2019-20, 2020-21) attested by the authorised signatory submitting the bid or	15
		Above Rs. 20 lakh and up to Rs.30 lakh		

Sl. No.	Criteria		Score	Supporting document to be submitted	Maximum Score
	19, 2019-20, 2020-21)	Above Rs. 30 lakhs	15	certification from Chartered Accountant on his official letterhead.	
2	Number of placements provided in last 5 years	Up to 100 successful placements	5	Confirmation of placement certified by educational institutions or organization providing employment	15
		More than 100 to up to 200 successful placements	10		
		More than 200 placements	15		
2	Age of most recent experience	Within last 5 years	5	Confirmation of placement certified by educational institutions or organisation providing employment	15
		Within last 3 years	10		
		Within last one year	15		
3	Local presence	Office in West Bengal	5	Copy of Electricity Bill/Post-paid telephone bill/ Trade license issued by local body/ document of registration under shops and establishment Act	5
TOTAL					50
TECHNICAL PRESENTATION: Total Marks 50					
	Experience (firm or promoters)		The presentation should demonstrate the experience of the firm or the experience of the promoters in case of a start-up. Details of partners/directors to be provided in the presentation.		15
	Operation Plan		Plan of operation from the innovation centre including proposed number of candidates to be supported		15
	Soundness of investment plan		An investment plan for the set up at innovation centre should be a part of the presentation		10
	Appreciation of the local market		Appreciation of the local market demand in estimated number as well as segment has to be part of the presentation		10
TOTAL					50

3. SCOPE OF WORK:

Only the following usage are permitted to be established in the Innovation centre by the successful allottees-

- a. Office of placement agencies
- b. Office of HR agencies

- c. Manpower supply work and related activities
- d. Finishing school related work
- e. Placement linked activities
- f. Employment generation activities
- g. Value addition services to job seekers.

4. LAST DATE OF APPLICATION:

The last date of submitting online application is 6PM on 11/05/2022.

5. GENERAL TERMS AND CONDITIONS

A. General Terms and Conditions of bid:

1. The bidder will operate the space for trading and operating as per the scope given above under their respective brand names.
2. No parking will be provided within the building; however, provision of paid parking has been kept at a different location.
3. The decision of the expert committee is final and binding upon the bidders.
4. Bidder, if found eligible, will only be provided space on rent for 11 months, renewable up to 5 years, year on year on mutual consent upon escalation of 3% on each renewal.
5. The selected bidder will be bound to comply with the requisition and direction of the WBHIDCO's authorized representative(s).
6. The selected bidder 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 running the business. WBHIDCO authority or his authorised representatives will have no liabilities whatsoever about such statutory compliances and payments.
7. The successful bidder will have to start his business within 90 (Ninety) days from the date of issuance of Letter of Acceptance (LOA).
8. Sub-leasing, sub-letting of the space will not be allowed.
9. 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.
10. 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 WBHIDCO Ltd.
11. Conditional E.O.I will not be accepted and shall be deemed as invalid. 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 finalisation of the bid.
12. The selected Bidder will have to enter into an agreement with WBHIDCO Ltd. within 15 (Fifteen) days from the date of issuance of LOA.
13. The agreement can be terminated in case of irregularities/under-performance/non-payment of upfront monthly rentals/suppression of facts by giving a written notice of 30 (thirty) days.
14. The bidder will have to bear maintenance charge of internal cleaning.
15. The maintenance/electricity charges will have to be paid by the bidder on pro-rata basis.
16. GST at the applicable rate will have to be paid along with monthly rent by the successful bidder.

17. Electricity Bill will need to be paid by the successful bidders as per the submeter in their respective floors.
18. The standard rental agreement will need to be signed by the successful bidder and no deviation will be entertained.

6. PAYMENT SCHEDULE

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

7. PENALTY CLAUSE INVOICE

If the rent as mentioned is not paid in time, the selected bidder will pay delay payment charge (DPC) @12.5% p.a on the instalment(s) amount due. If a particular payment is not paid in time, the MD of WBHIDCO may consider extending the date of payment by maximum of 30 days for clearing the default amount along with DPC @ 12.5 % p.a., failing which the allotment will automatically stand cancelled.

8. OBSERVANCE OF ACTS, RULES & REGULATIONS OF NEW TOWN

All Lessees 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

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. SUMMARY SHEET WITH DATES

Information	Particulars
Tender Name	Expression of interest from eligible corporate bodies and private organisations registered under the companies Act or registered trust/registered society to set up placement agency and job-oriented training centres in the pre-constructed Innovation centre opposite Kaikhali -Haldiram, Kolkata
Contact Address	Office of GM (Admin) "HIDCO BHABAN", 35-1111, Biswa Bangla Sarani, 3 rd Rotary, New Town, Kolkata - 700156 Phone: (033) 2324-6037/6038, E-mail: gm.admin@wbhidco.in Website: www.wbhidcoltd.com
Helpdesk email	rent@wbhidco.in
Helpdesk phone	(033) 2324-6010

Schedule :	Date & Time :
Publication of EOI	20/04/2022
Start date for downloading the EOI document	21/04/2022 from 6 PM
Last date for downloading the EOI document	10/05/2022 from 5 PM
Start date of Submission of Technical document	22/04/2022 from 2 PM
Last date of Submission of Technical document	11/05/2021 up to 6 PM
Opening of Technical Proposal	13/05/2021 at 12 Noon
Date of Technical Presentation	To be notified
Date of Publication of the list of qualified Bidders	To be notified
Date of Publication of the final selection	To be notified