



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
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**NOTICE INVITING EXPRESSION OF INTEREST FOR OPERATING
UTILITY STORES AT SNEHODIYA
ACTION AREA-IB, NEWTOWN**

Memo No: 238/HIDCO/AGM (SNEHODIYA)/045

Dated: 12.02.2021

[NOTICE INVITING E. O. I NO.-3 OF 2020-2021 OF A.G.M (SNEHODIYA) WB HIDCO]

An Expression of Interest (EOI) with financial proposal for operating Utility Stores measuring about 149 sqft. at Snehodiya in Action Area IB, New Town, Kolkata, on monthly License fee basis is hereby invited from the reputed and resourceful agencies.

A. General Terms and Conditions of bid:

1. The bidder shall operate the utility stores to sell various products like gift items, toiletries, dry food (biscuits etc.), dry fruits etc. in one space.
2. The bidder should have experience of running such type of business. Bidder will have to submit document in this regard.
3. The intending bidders will have to submit credentials in support of his/her claim.
4. The bidder shall have valid trade license issued by the appropriate authority.
5. 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.
6. 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.
7. The waste materials generated out of the running of the shop 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.

8. The entire arrangement should be in pollution free manner. In case of any deviation, the contract shall also be liable to be cancelled.
9. Sufficient fire safety measures should be arranged by the agency and the agency should obtain Fire License Certificate, if required.
10. The items should have nutritious value and may be inspected daily by the concerned authority.
11. The selected agency shall be bound to comply with the requisition and direction of the WBHIDCO's authorized representative(s).
12. The agency shall ensure that staff engaged for the purpose is well trained, polite and free from communicable diseases.
13. 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.
14. The area of the store is 149 sq.ft.
15. Reserve License fee for the total space 149 sq.ft. @ 36/- ie Rs.5364/- (Rupees Five Thousand Three hundred Sixty Four only) excluding GST.
16. Bid is to be submitted in sealed covers addressed to Addl. General Manager (Snehodiya) at her office WBHIDCO Ltd. at her office in Snehodiya, Street No 165 Plot No BC/100/2 Action Area IB New Town, Kolkata-700156.
17. Last date and time for submission of bid/offer by the intending participants is on 19.02.2021 up to 2.00 P.M in the Tender Box kept in the office chamber of AGM WBHIDCO Ltd. at her office in Snehodiya, Street No 165 Plot No BC/100/2 Action Area IB
18. Bids will be opened on 22.02.2021 after 3.00 P.M. at the office chamber of AGM WBHIDCO Ltd. at her office in Snehodiya, Street No 165 Plot. No. BC/100/2 Action Area IB, New Town, Kolkata 700156.
19. The bidders or their authorized representative may remain present at the time of opening the bid.
20. The successful bidder will have to start the business within 15 (fifteen) days from the date of issuance of Letter of Acceptance (LOA).
21. Sub-leasing, sub-letting of either of the spaces will not be allowed.
22. 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.

23. 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.
24. No offer will be entertained if received through Post / Courier after 2.00 P.M. on 19.02.2021.
25. 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 two spaces or from the date of execution of agreement whichever is earlier.
26. The monthly license fee will be enhanced @ 10% in every year on renewal of agreement.
27. 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.
28. No change in the amount of offered payment will be considered in any way after finalization of the bid.
29. Conditional E.O.I will not be accepted and shall be deemed as informal.
30. 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.
31. 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. The agreement may be renewed further upon mutual consent by both parties subject to maximum period of 3 years, if not renewed further.
32. The utility shop will be initially allotted for three years on License basis, which may be extended further if considered satisfactory by the authority of WBHIDCO Ltd.
33. 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.
34. The bidder will have to bear maintenance charge of internal cleaning & maintenance.
35. 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.
36. GST at the applicable rate will have to be paid along with monthly License fee by the successful bidder.
37. Consumption or sale of alcohol and tobacco or *pan masala* or use of any other intoxicant in the utility store is strictly prohibited.

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.5,000.00 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 utility shop at the ground floor of Snehodiya 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, (v) Professional Tax registration and (vi) Credentials, if any, in support of experience of running such type of business.
4. Packet (C) will contain only the financial bid mentioning clearly the percentage (%) quoted against the declared reserved monthly License fee as ascertained and placed in the notice. 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 utility store.
5. All the above sealed covers must be super scribed "Utility Store at Snehodiya" and should be put in a bigger sealed cover and addressed to Addl. General Manager (Snehodiya), WBHIDCO Ltd. at her office in Snehodiya, Street No 165 Plot No BC/100/2 Action Area I, 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. The Bidder should be technically sound and eligible to participate in the financial bid opening. The financial bid [Packet (C)] of the Bidders, whose proposals will be rejected after opening of technical bids [Packet (B)], will not be opened. The financial offers of the Bidders, who are found unsuccessful in the technical bid, will not be allowed to participate in the financial bid and their financial offers will stand rejected and will not be considered.
10. 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.

**Addl. General Manager
(Snehodiya)**

Memo No: 238(7)/HIDCO/AGM (SNEHODIYA)/045

Dated: 12.02.2021

Copy forwarded for information and necessary action to :

- 1 Executive Director, WBHIDCO
- 2 Chief Engineer, WBHIDCO
- 3 GM(Admn.), WBHIDCO
- 4 C.F.O., WBHIDCO
- 5 GM(Engg. - II), WBHIDCO
- 6 P.S. to Chairman, WBHIDCO
- 7 P.A. to JMD, WBHIDCO

**Addl. General Manager
(Snehodiya)**