



**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.wbhidcoltd.com](http://www.wbhidcoltd.com)**

MEMO NO: 2773/HIDCO/ADMN-4007/2022

DATE: 18/10/2022

**EXPRESSION OF INTEREST FOR RENTING OUT SPACE FOR SETTING UP OFFICE AT  
CO-WORKING SPACE IN ACTION AREA-II OF NEW TOWN, KOLKATA**

**E-TENDER ID : 2022\_HIDCO\_416064\_1**

New Town Kolkata is a planned newly developed Greenfield satellite city on the North-Eastern fringes of Kolkata in the district of North 24 Parganas in West Bengal. The city has a coverage area of 30 km<sup>2</sup> with a planned population of 10,00,000.

Being a planned and “green” city, the existing settlements have been kept undisturbed and suitably integrated into the proposed land use as wet lands and low-lying areas have been designated as open spaces. One of the key USPs towards the development is the flexible planning approach. New Town has been developed in three planning units for phased Implementation of the plan, referred to as Action Area-I, II, III. There are three action areas where the development is planned. Additionally there is designated Central Business District (CBD). Main administrative and commercial functions have been placed at CBD located at the center of the city.

The land use breakup of the whole New Town Planning Area shows that residential area covers maximum 40.17% followed by commercial area of 10.14%. IT and ITES has been allotted 4.73%. Social infrastructure areas have been allocated 10.07% and open spaces 14.06%. Commercial, IT and ITES land use has been placed in the center of the city around which residential land use is distributed.

The city provides best in class urban infrastructure facility and government service delivery to its citizens while preserving the cultural heritage of West Bengal. Over the last few years, the city has achieved world class basic / core infrastructure facilities.

New Town is a Smart City under the Smart City Mission of Government of India.

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. (WBHIDCO), a Government of West Bengal Enterprise under the Department of Urban Development & Municipal Affairs, Government of West Bengal, has developed a dedicated IT, ITES, Genetic Engineering and Biotechnology hub in action Area II named Bengal Silicon Valley Tech Hub. Near this technology hub, WBHIDCO has developed a community living and working establishment on a 2-acre plot. The community living and working building is located opposite Westside Mall near 7<sup>th</sup> rotary on Biswa Bangla Sarani having Plot No. 2E/5 in Action Area II of New Town Kolkata. It has two blocks one for living and one for working. The setup is designed considering the modern needs of living and working for modern offices. The nearest Airport is 5 Km away and the nearest operating Metro station is 8 Km away. Another new metro station is coming up on the Garia-Airport alignment, just in front of the place.

The centrally air-conditioned complex has 84 single living units with attached toilet and pantry, 8 conference rooms, 33 executive cabins, 330 workstations supported by parking space for 100 four wheelers, common reception area (for both co working and co living space) Gymnasium, Wellness center, Library and 52-seater cafeteria. The co living space has a covered area of 4624.15 square meter while the co-working space has a covered area of 3070.00 square meter.

Now, this complex is nearing completion very soon. WBHIDCO intends to rent out the co-working spaces to the satisfaction of the users.

WBHIDCO, a Government of West Bengal Enterprise under the Department of Urban Development & Municipal Affairs, Government of West Bengal, invites applications from eligible corporate bodies and private organisations registered under the companies Act to set up office at the co-working space of the building.

The applicant bidders 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.wbidcoltd.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.

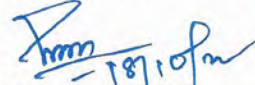
A pre-bid meeting will be held on 02/11/2022 at 3.00 hrs at HIDCO Conference Room at HIDCO Bhaban, 35-1111, Biswa Bangla Sarani, New Town, Kolkata.



The details of the co-working space are indicated elsewhere.

Applications submitted by the intending bidders 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.



General Manager (ADMN)  
WBHIDCO LTD.

**List of Schemes :-**

Name of work	Earnest Money	Period of engagement
Renting out of Co-working Space in Action Area II of New Town Kolkata	Rs.5,00,000/- (Rupees five lakhs only)	Initially, the space on rent will be allotted for 11 months, which is renewable up to 5 years. Escalation @3% will be made on each renewal.

**Schedule of the Property:-**

Sl. No.	Floor	Legend	Area		Rate
			sqm	sqft	
1	Ground	Office space	736	7922.304	Rs.54/- per square foot per month plus GST
2	First	Office space	1162	12507.770	
3	Second	Office space	917	9870.588	
		Total	2815	30300.662	
<b>Rent per month for 30300.662 sq.ft. is Rs.16,36,235.748 say Rs.16,36,236.00 + applicable GST</b>					

**General Conditions**

- All three floors will be given to one successful bidder.
- Bidder fulfilling eligibility conditions will be requested to do a presentation. If there are more than one qualified applicant, person getting highest technical score will be given the allotment.
- Applicant scoring less than 50% in Technical score will be rejected.
- Technical bids are to be submitted duly digitally signed in the website <https://wbtenders.gov.in>. The acceptance of bid is not obligatory.
- Corrigendum, further notices and responses to queries if any will be published in the website <https://wbtenders.gov.in> at the appropriate section.
- Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule of this NleT.
- The final selection will be made on the basis of the total score obtained through combined technical score (Technical proposal and Technical presentation). The bidder scoring the highest score will be selected as the successful bidder subject to fulfilling all other requirements under this tender.

8. In term of Finance Department, Audit Branch, Govt. of West Bengal's Notification no.4374-F(Y) dated 13th July 2017, the bidder has to uploaded valid 15-digit Goods and Service Taxpayer Identification Number (GSTN) under GST Act, 2017, along with his bid. The bidder should note that bid submitted without GSTIN will be summarily rejected
9. The Earnest Money Deposit will be converted to Initial performance guarantee for the selected bidder. Further additional security deposit may be required to be deposited before signing of contract. The total security deposit will be limited to minimum guaranteed payment amount for 3 months.
10. The decision of the selection committee is final and binding upon the bidders.
11. Bidder, if found eligible, will only be provided space on rent for 11 months, renewable up to 5 years, on mutual consent upon escalation of 3% on each renewal.
12. The selected bidder will be bound to comply with the requisition and direction of the WBHIDCO's authorized representative(s).
13. 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.
14. The successful bidder will have to start his business within 30 (thirty) days from the date of issuance of Letter of Acceptance (LOA).
15. Sub-leasing, sub-letting of the space will not be allowed.
16. 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. otherwise mentioned elsewhere.
17. 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.
18. 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.
19. The selected Bidder will have to enter into an agreement with WBHIDCO Ltd. within 15 (Fifteen) days from the date of issuance of LOA.
20. 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.
21. The bidder will have to bear maintenance charge of internal cleaning.
22. The maintenance/electricity charges will have to be paid by the bidder on pro-rata basis.

23. GST at the applicable rate will have to be paid along with monthly rent by the successful bidder.

24. **Eligibility criteria for participation in the tender.**

- a) The bidder should be a registered Indian Company under "The Company Act, 1956/2013"/ Partnership firm/LLP/proprietary firm.
- b) Turnover should be more than 10 Crores per annum (average) in the last three financial years.
- c) PAN Card, GST Number, Income Tax Return Acknowledgement Receipt for the last 03 (Three) Assessment years (AY 2018-19, 2019-20,2020-21), up to date P.T. Deposit Challan for the year 2021-22.
- d) Registered Partnership Deed for Partnership Firms only along with Power of Attorney since executed under any Judicial Magistrate/First Class Magistrate is to be submitted. The company shall furnish the Article of Association and Memorandum as non-statutory documents.
- e) Three consecutive years' (2018-19, 2019-20, 2020-21) Audited Accounts along with Balance Sheets to be submitted along with Tender documents.
- f) Copy of Electricity Bill/Post-paid telephone bill/Trade license issued by local body/ document of registration as proof of local presence.
- g) The bidder shall be solvent at the date of bidding. Solvency Certificate from the Bank is required.
- h) 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 is required to be uploaded.
- i) 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.
- j) All above mentioned documents, if not mentioned elsewhere, need to be uploaded in the technical Proposal.

25. No claim for interest or compensation will be entertained in respect to any money or balance of payment which may be due or alleged to be due to the agency owing to any dispute between the company and WBHIDCO or in respect to any delay in making payment of progressive or final bill of the work, to the operating agency.

26. **No advance and secured advance will be considered.**

27. **Idle labour, idle rent and hire charges etc.:**



No claim of any category and type, on this ground shall be entertained. The operating agency and WBHIDCO shall make every effort that such situation does not arise.

28. **Performance Guarantee:**

Earnest Money for the successful tenderer will be retained and converted to Performance Guarantee. Further additional security deposit as per rules may have to be deposited by the successful bidder before entering into agreement with WBHIDCO. The total security deposit will be limited to minimum guaranteed payment amount for 3 months.

29. **Earnest Money Deposit**

Rs.5,00,000.00 (Rupees five lakhs only) to be submitted online through any net banking enabled bank account or offline through any bank by generating NEFT / RTGS Challan from the wbtender portal. Bidders are also advised to submit EMD of their bid, at least 03 (three) working days before the bid submission closing date as it requires time for processing of Payment of EMD.

Offline submission of **EMD** should be in favour of WBHIDCO LTD., KOLKATA only through RTGS/NEFT in the WBHIDCO's Bank Account in Union Bank of India, Salt Lake City Branch. EMD in form of DD/PO shall not be accepted.

**BANK DETAILS towards EMD for payments through Indian Rupees only:-**

1)	Account Name	West Bengal Housing Infrastructure Development Corporation Ltd.
2)	Bank & branch name	Union Bank of India, Salt Lake City Branch
3)	IFS Code	UBIN0810231
4)	Account number	102311011000134

Bidders should take utmost care to ensure that the EMD and intimation are made correctly. EMD deposited elsewhere will not be considered for participation in this e-tender. No interest will be payable on the EMD. The EMD of the Successful Bidder shall be automatically retained and will be converted to Security Deposit for the selected bidder.

In case the submitted documents are found false, their offer would stand cancelled and the Earnest Money Deposit will automatically stand forfeited. In addition to such forfeiture as stated above the defaulting Bidder may not be allowed to take part in any of the bids which may be held by WBHIDCO in future.

Confirmation on electronics transfer of EMD through NEFT/RTGS will have to be submitted as soft copy (Scanned copies of the Originals) along with the tender.

- a) Refund of EMD: The Earnest Money of all the unsuccessful bidders deposited online through <https://wbtenders.gov.in/nicgep/app> will be refunded according to the order of Finance Department of Government of West Bengal vide no.-3975-F(Y) of 28th July 2016. EMD of the unsuccessful bidders, deposited offline would be returned by WBHIDCO Ltd. after completion of the bidding process.
- b) The EOI response submitted by the Bidder should be in English language only. All the documents relating to the EOI (including brochures) supplied by the Bidder should also be in English, and the correspondence between the Bidder & WB HIDCO will be in English language only.

30. **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of Tender document	19/10/2022
2	Date, time and venue of pre bid meeting	02/11/2022 at 15.00 hrs At WBHIDCO Conference room
3	Documents download start date (Online)	20/10/2022 10.00 hrs
4	Documents download end date (Online)	08/11/2022 17.00 hrs
5	Bid submission start date: Technical Proposal (Online)	21/10/2022 10.00 hrs
6	Bid Submission closing date: Technical Proposal	14/11/2022 17.00 hrs
7	Bid opening date for Technical Proposals (Online)	16/11/2022 17.00 hrs
8	Date time and venue for technical presentation	To be notified
9	Date of uploading list for qualified Bidder (online)	To be notified

31. Income Tax & G.S.T will be deducted as per Govt. orders issued from time to time and would be applicable on the date of making payment of the bills.
32. The Bidder, at his own responsibility and risk is encouraged to visit and examine the site and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction. The cost of visiting the site shall be at the bidder's own expenses.



33. For site inspection and other queries, the bidders may contact:

General Manager (Administration)  
WBHIDCO Limited  
6<sup>th</sup> Floor, HIDCO Bhaban  
35-1111 Biswa Bangla Sarani, Action Area-I,  
Newtown, Kolkata, West Bengal 700156  
Phone: 033 2324-6010, E Mail : [gm.admin@wbhidco.in](mailto:gm.admin@wbhidco.in)

34. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. WBHIDCO reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any Tenderer at any stage of Bidding.
35. Prospective applicants are advised to note carefully the minimum qualification criteria before tendering the bids.
36. **Conditional / Incomplete tender will not be accepted under any circumstances.**
37. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
38. Before engagement, Tender Inviting Authority may verify the credential and other documents of the qualified tenderer if found necessary. After verification if it is found that the documents submitted by the tenderer is either manufactured or false in that case the said Bidder will not be engaged under any circumstances and their offer will be treated as cancelled.
39. If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority
40. The eligibility of a bidder will be ascertained on the basis of the document(s) submitted in support of the minimum criteria. If any document submitted by a bidder is either manufactured or false, in such **cases the bid will be rejected at any stage** without any prejudice to take any penal action against him/them as may be deemed fit by the Tender Accepting Authority.

## 1. TECHNICAL EVALUATION CRITERIA

Evaluation will be done as per following

### TECHNICAL PROPOSAL : Total Marks 50

Sl. No.	Criteria	Supporting document to be submitted	Maximum Score
1	Average Turnover of last three financial years (2018-19, 2019-20, 2020-21) Up to Rs.20 crore (10 marks) Above Rs.20 crore and up to Rs. 50 crore (15 marks) Above Rs. 50 crore (20 marks)	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 certification from Chartered Accountant on his official letterhead.	20
2	Other mandatory legal documents <ul style="list-style-type: none"><li>• Trade License</li><li>• GST Registration Certificate</li><li>• Income Tax Return (Last 3 FY)</li><li>• Copy of PAN</li><li>• Registration (depending on company type)</li><li>• Professional Tax Clearance Certificate for last FY</li></ul>	Copy of the valid documents	30
<b>TOTAL</b>			<b>50</b>

### TECHNICAL PRESENTATION: Total Marks 50

Experience	The presentation should demonstrate the experience of the firm. Details of partners/ directors to be provided in the presentation.	25
Operation Plan	Plan of operation from the co-working space including proposed number of employees	25
<b>TOTAL</b>		<b>50</b>