



**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)**

No. 2507 /HIDCO/Admn-4158/2023

Date: 14.08.2023

**NOTICE INVITING EXPRESSION OF INTEREST FOR RENTING OUT SPACE FOR OPERATING A SHOWROOM AT UTILITY BUILDING (OPPOSITE TO CITY CENTRE-II) IN ACTION AREA-IIE, NEW TOWN, KOLKATA**

**WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.** (WBHIDCO), an enterprise under the Urban Development and Municipal Affairs Department, Govt. of West Bengal, invites offers from **eligible, reputed and resourceful agencies for operating a showroom**, at Utility Building (opposite to City Centre-II), Action Area-IIE, New Town, Kolkata, subject to issuance of License(s) from Competent Authority(s), on monthly License fee basis.

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-mailed ID [hidcokiosk@wbhidco.in](mailto:hidcokiosk@wbhidco.in) mentioning their interest for taking the space on rent along with the requisite documents as mentioned in this EOI (Refer to clause 8). The detailed EOI document is available at <https://www.wbhidcoltd.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 Notice Publication Date	14-08-2023
2	Pre-bid meeting Date	21-08-2023: 03:30PM
3	EOI Submission Start Date	14-08-2023: 06:00PM
4	EOI Submission End Date	04-09-2023: 06:00PM
5	Technical Presentation on Proposal	To be notified
6	Publication of list for the successful agencies	To be notified

*Handwritten signature and date: 14/08/23*

GENERAL MANAGER (ADMIN)  
WBHIDCO LTD.

## **THE OFFER**

**WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD.** (WBHIDCO), an enterprise under the Urban Development and Municipal Affairs Department, Govt. of West Bengal, invites offers from **eligible, reputed and resourceful agencies for operating a showroom**, at Utility Building (opposite to City Centre-II), Action Area-IIE, New Town, Kolkata, subject to issuance of License(s) from Competent Authority(s), on monthly License fee basis.

### **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 agencies already in possession of another rented book store/restaurant/food kiosk/canteen/food outlet etc. under WBHIDCO / NKDA will not be preferred for participating in this EoI process . This however is not a bar to submit EoI.
- iv.** 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 for 11 months if considered satisfactory by the authority of WBHIDCO Ltd., subject to enhancement of 3% of rent for consecutive terms.
- v.** Application with relevant documents towards renting of showroom will be considered on **first come first serve basis**.
- vi.** EOI opening time and other dates & times mentioned in the EOI document may be treated as (IST) Indian Standard Time only.
- vii.** 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.
- viii.** 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.
- ix.** 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.
- x.** The entire arrangement should be made in a pollution free manner. In case of any deviation, the contract shall be liable to be cancelled.
- xi.** Sufficient fire safety measures should be arranged by the agency and the agency should obtain Fire License Certificate, if required.

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- xii.** The waste materials generated out of the running of the showroom 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.
- xiii.** The selected agency shall be bound to comply with the requisition and direction of the WBHIDCO's authorized representative(s).
- xiv.** 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.
- xv.** The agency will be responsible for maintaining high standards of hygiene and cleanliness in showroom 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.
- xvi.** 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. WBHIDCO authority or his authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
- xvii.** Sub-leasing, sub-letting of the showroom will not be allowed.
- xviii.** 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.
- xix.** 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 or from the date of execution of agreement whichever is earlier.
- xx.** 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.
- xxi.** 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.
- xxii.** The agency will have to bear charges for internal cleaning itself.
- xxiii.** The Electricity charges and Conservancy charges of premise (on pro-rata basis) will have to be paid by the agency separately.
- xxiv.** GST @18% on Rent has to be paid by the successful agency.
- xxv.** The successful bidder will have to start his business within 30 (thirty) days from the date of issuance of Letter of Acceptance (LOA), which will be a rent-free period.
- xxvi.** Venue of Pre-bid meeting and Technical Presentation will be Conference Hall at 3<sup>rd</sup> floor of our office (HIDCO BHABAN, Premise no. 35-1111, Biswa Bangla Sarani, 3rd Rotary, New Town, Kolkata – 700156).

- xxvii. WBHIDCO Ltd. reserves the right to modify / waive off any terms and conditions of this notice in the interest of public service .
- xxviii. The applicant will have to deposit the amount stated in the invoice within 10 days of receipt of the same. Failing which the applicant will have to pay a delay payment charge (DPC) @12.5% per annum on the outstanding amount.
- xxix. The successful applicant will have to insure that all statutory licences and/or clearances to run his business as per the law of the land has to be procured before starting commercial operation at allotted space.
- xxx. The successful applicant will have to indemnify the Licensor (WBHIDCO Ltd.) from any claims or causes of action, which may arise from the use of the said space by him. **A separate indemnity bond in this regard has to be given within 15 (fifteen) days from the date of possession.**

## 2. DETAILS OF PROPERTY

Sl. No.	Space name	Location	Area
1	Showroom	Utility Building (Opposite to City Centre-II) in Action Area-IIE, New Town, Kolkata	Air-Conditioned area measuring (518.20 sq.ft.)

## 3. Monthly Rent

Total Rent = (518.20 x 59.40) ≈ INR 30,781/- plus GST @18%

## 4. Earnest Money Deposit (EMD)

Submission of **EMD amounting Rs.25,000.00 (Rupees twenty five thousand only)** 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/IMPS shall not be accepted.

### **BANK ACCOUNT PARTICULARS FOR EMD PAYMENT :**

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

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## 5. **Submission procedure**

All interested agencies are requested to send the copy of documentary evidence of payment of earnest money along with the qualification documents (mentioned in clause 8 of the EOI) in the email ID: [hidcokiosk@wbhidco.in](mailto:hidcokiosk@wbhidco.in) from the EOI submission start date. The last date for submission of the application is 6 p.m. on 04.09.23. The interested agencies are requested to mention **"EXPRESSION OF INTEREST FOR RENTING OUT SPACE FOR OPERATING SHOWROOM AT UTILITY BUILDING (OPPOSITE TO CITY CENTRE-II) IN ACTION AREA-II, NEW TOWN, KOLKATA"** as the subject of the email.

The Hard copies of the proposal documents along with original EMD to be submitted within 7 days from the 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. Successful bidder 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 such business)	15
2	Presentation	35
<b>Total marks</b>		<b>50</b>

## 7. **CONTACT PERSON OF WBHIDCO**

General Manager (Administration)  
WBHIDCO Limited, HIDCO Bhaban,  
35-1111, Biswa Bangia 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**

Scanned self attested copies of PAN, Trade License, GST Registration Certificate, P. Tax Registration Certificate & its up to date receipt of payment.

These documents along with the scanned copy of the PAYMENT PARTICULARS is to be mailed by the applicant at [hidcokiosk@wbhidco.in](mailto:hidcokiosk@wbhidco.in) before 04.09.2023 (6.00 p.m.).

The original document in hard copy needs to be submitted as specified in the EOI document.

**Note that, no previous experience in similar business is mandatory (though preferred) for participation.**

**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, 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.

*sent 14/08/23*

GENERAL MANAGER (ADMIN.)  
WBHIDCO LTD.