



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

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Memo No: 329/HIDCO/Admn-1989(105)/2011(Pt-I)

Dated: 15/02/2022

NOTICE FOR e-AUCTION

[e-auction ID : 2022_WB_2186]

**E-AUCTION FOR RENTING OUT SPACE FOR OPERATING A CANTEEN/CAFETERIA OF DIFFERENT FOOD ITEMS AT
HIDCO BHABAN, NEW TOWN, KOLKATA ON MONTHLY LICENSE FEE BASIS**

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. (WBHIDCO), an enterprise under the Housing Department, Govt. of West Bengal, invites offers from eligible, reputed and resourceful agencies for operating a Canteen/Cafeteria for selling different food items at HIDCO Bhaban, New Town, Kolkata, on monthly License fee basis through e-auction process to be conducted through the e-Auction Portal <https://eauction.gov.in> of National Informatics Centre, Government of India as described fully herein below. E-Auction will be held on **03.03.2021 (Thursday)** from **12.00 hrs. onwards up to 16.00 hrs** subject to auto-extension.

There should be at least three eligible bidders, who have deposited EMD, to start the e-auction process. In absence of the same the instant e-auction would be treated as cancelled.

The allotment will be made to the bidder bidding the highest bid in such e-auction process provided that the highest bid so obtained is higher than the minimum Reserve Price fixed for the Canteen/Cafeteria.

Earnest Money Deposit (EMD) for this canteen/cafeteria is **Rs.10,000.00 (Rupees Ten Thousand)** only and is to be deposited by **17.00 hrs of 24.02.22** only through RTGS/NEFT in WBHIDCO's Account with **Union Bank of India, Salt Lake City Branch**, details of which are given herein. EMD in form of IMPS/DD/PO shall not be accepted.

Intending bidders shall have to register themselves with National Informatics Centre, Govt. of India on <https://eauction.gov.in> . Such registration process and uploading of documents for e-auction shall have to be completed by **17.00 hrs of 24.02.22**.

Details are available in the website of WBHIDCO/NIC. Bidders are also requested to note that **only digitally signed bids shall be accepted in the e-auction. Hence, they should equip themselves with Indian Digital Signature Certificates before the date of e-auction. E-auction will start on 03.03.2022 (Thursday) from 12.00 hrs. onwards up to 16.00 hrs subject to auto-extension.**

WBHIDCO, however, reserves the right to cancel the e-auction at any stage prior to the handing over of Permissive Possession. WBHIDCO shall not be liable to pay any compensation to any bidder for any loss that they may incur due to such cancellation.

WBHIDCO 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 on the Bidders.


GENERAL MANAGER (ADMN)
WBHIDCO LTD.

THE OFFER

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. (WBHIDCO), an enterprise under the Housing Department, Govt. of West Bengal, invites offers from eligible, reputed and resourceful agencies for operating a Canteen/Cafeteria for selling different food items at HIDCO Bhaban, New Town, Kolkata, on monthly License fee basis through e-auction process to be conducted through the e-Auction Portal <https://eauction.gov.in> of National Informatics Centre, Government of India as described fully herein below. **E-Auction will be held on 03.03.2022 (Thursday) from 12.00 hrs. onwards up to 16.00 hrs subject to auto-extension.**

A. TERMS & CONDITIONS

- 1) The Bidder should be an eligible, reputed and resourceful agency.
- 2) E-auction bids are invited for operating the canteen/cafeteria on rental basis. WBHIDCO, however, reserves the right to cancel the e-auction at any stage prior to handing over of the possession of the canteen/cafeteria. WBHIDCO shall not be liable to pay any compensation to any bidder for any loss that they may incur due to such cancellation. However, the earnest money deposit will be refunded in such cases.
- 3) The canteen/cafeteria is located at HIDCO Bhaban of New Town, Kolkata.
- 4) This e-auction is governed by the TERMS & CONDITIONS as contained herein and in accordance with the conditions for e-auction through the portal of the National Informatics Centre (NIC), Government of India as well as the general financial norms of the Government of West Bengal.
- 5) Opening time, closing time, inspection schedule and other dates & times mentioned in the e-auction catalogue may be treated as per Indian Standard Time (IST) only.
- 6) The bidders who are interested to operate of the above canteen/cafeteria through e-auction should get themselves registered with NIC for participating in this e-auction process by **24.02.2022**. Bidders are also requested to note that **only digitally signed bids shall be accepted in the e-auction**. Hence, they should equip themselves with **Indian Digital Signature Certificates before such registration**.
- 7) There should be at least three eligible bidders, who have deposited EMD, to start the e-auction process. In absence of the same, the instant e-auction would be treated as cancelled.
- 8) 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 on the Bidders.

- 9) The selected bidder will be responsible for providing canteen services to the officials/staffs/ drivers of office vehicles of WBHIDCO at a subsidized rate i.e. 30% below the list price and the visitors from outside may be offered as per *Annexure -I or la carte menu* .
- 10) The bidders who have either been blacklisted from participation in any tender/quotation of HIDCO/NKDA/any office/organization earlier or have record of default in payment of rent to HIDCO/NKDA are not eligible to apply.
- 12) 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.
- 13) The entire arrangement should be in pollution free manner. In case of any deviation, the contract shall also be liable to be cancelled.
- 14) Sufficient fire safety measures should be arranged by the agency and the agency should obtain Fire License Certificate, if required.
- 15) The waste materials generated out of the running of the canteen/cafeteria 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.
- 16) The food items should have nutritious value and may be inspected daily by the concerned authority.
- 17) The selected agency shall be bound to comply with the requisition and direction of the WBHIDCO's authorized representative(s).
- 18) 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.
- 19) 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.
- 20) 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 Canteen/Cafeteria. WBHIDCO authority or his authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.

- 21) Sub-leasing, sub-letting of the outlet will not be allowed.
- 22) 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. and in this case, EMD will be refunded.
- 23) 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 canteen/cafeteria or from the date of execution of agreement whichever is earlier.
- 24) The monthly license fee will be enhanced @ 3% in every 11 (eleven) months during the period of agreement, if renewed on mutual consent.
- 25) 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.
- 26) 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.
- 27) The canteen/cafeteria will be initially allotted for eleven months on License basis, which may be extended further if considered satisfactory by the authority of WBHIDCO Ltd.
- 28) 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.
- 29) The bidder will have to bear maintenance charge of internal cleaning.
- 30) The Electricity charges will have to be paid by the bidder separately.
- 31) GST at the applicable rate will have to be paid along with monthly License fee by the successful bidder.
- 32) Consumption or sale of alcohol and tobacco or *pan masala* or use of any other intoxicant in the canteen/cafeteria is strictly prohibited.
- 33) The safety restrictions including wearing of masks, maintaining of social distance and sanitization of the canteen/cafeteria shall be strictly adhered to in view of wake of COVID-19 pandemic.

B. SCHEDULE OF PROPERTY

543.00 sq.ft. space comprising of kitchen, store room etc. at the ground floor of HIDCO Bhaban.

C. CONTACT PERSON OF WBHIDCO

General Manager (Administration)
WBHIDCO Limited, HIDCO Bhaban,
Biswa Bangla Sarani, 3rd Rotary,
New Town, Kolkata-700156
Telephone: 033-23246010
Email: gm.admin@wbhidco.in

D. ELIGIBILITY CONDITIONS FOR BIDDERS

There should be at least three eligible bidders, who have deposited EMD, to start the e-auction process. In absence of the same the instant e-auction would be treated as cancelled.

E. REGISTRATION

All those who wish to participate in this e-auction and who fulfill the eligibility conditions as stated above shall have to register with the Government e-auction website <https://eauction.gov.in>. No fees are required to be paid for such registration as "Bidder". Once registered the bidder is not required to register again for each and every e-auction in this site. However, after such Registration a bidder has to enter the particular e-auction ID in the system for participating in this particular e-auction.

This will involve uploading of necessary documents in the e-auction portal. On receipt of all documents and payment of EMD, the bidder's registration shall be activated by WBHIDCO Ltd and only thereafter a bidder can log into and participate in the e-auction process. Participation in this e-auction is not possible without a valid registration. **Such process of Registration with Digital Signature Certificate & payment of EMD and uploading of Documents shall have to be completed by 17.00 hrs. of 24.02.22 at the website <https://eauction.gov.in> against this particular e-Auction.**

E-auction process will take place through web portal on the day and time specified in the e-auction notice published in the newspaper/web portal. The Bidder should have valid Class II or Class III Digital Signature Certificate (DSC) obtained from any Indian Certifying Authority.

The bidder has to obtain user ID and Password free of cost and can get training for e-auction from NIC. Guidelines to Bidders on the operations of Electronic Auction System can be obtained from <https://eauction.gov.in>. The bidders interested in participating in the above Auction, using the Electronic Auction System are required to create User ID. Bidders who are interested in participating this WBHIDCO's e-auction are requested to contact the representatives of NIC for registration, computer setting and clarification on e-tendering, if required. The duly filled in bid as instructed is to be submitted online only.

There is no Application or Processing Fee except EMD payment.

F. DOCUMENTS TO BE UPLOADED AT THE TIME OF REGISTRATION:

(i) Confirmation on electronics transfer of EMD through NEFT/RTGS, (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, in support of experience of running such type of business, if any and (vii) Declaration on bidder's letterhead that the bidder has neither been blacklisted from participation in any tender/quotation of HIDCO/NKDA/any office/organization earlier nor have record of defaulted in payment of rent to HIDCO/NKDA /any office/organization.

Such Documents are required to be uploaded online on or before the specified end time for submission of such documents online i.e., by 17.00 hrs of 24.02.22 for getting access to the live e-Auction field on the day of e-auction. The Bidders can upload a single document of a compressed file containing multiple documents (i.e. scan copy of EMD particulars, and all other documents) against this Notice.

G. Documents to be furnished by the successful bidder after e-auction:

Self attested copies, as mentioned in Clause F above.

H. Use and Protection of User ID, Password and Digital Signature Certificate

The bidders are advised to keep their User ID and Password secret and not share these with anyone to prevent misuse or abuse of the same. The bidders are also advised to change their passwords regularly. NIC/WBHIDCO shall not be responsible for any misuse / abuse / unauthorized use of the password of any bidder and no representation in this regard from any bidder shall be entertained by NIC/ WBHIDCO. A bid recorded in this e-auction against any password will be deemed to have been submitted by the owner of the password only.

Bidders shall require Class II or Class III Digital Signature Certificate (DSC) to participate in this e-auction. The bidder shall have to set the parameters of his computers so that the DSC is operational. NIC / WBHIDCO shall not be responsible for any malfunctioning or nonfunctioning of any bidder's computer either on account of DSC or for any other reason. Bids submitted by a bidder after signing with his/her DSC signifies non repudiation by the bidder. Thus, a bidder after submitting a bid, cannot disown it. A bidder shall be fully and solely responsible for the bid recorded against his/her name to be identified by the set of User ID, Password and DSC.

I. Bidding Methodology

On the day of the e-auction, which will start on 03.03.2022 (Thursday) from 12.00 hrs. onwards up to 16.00 hrs subject to auto-extension, the bidder has to visit the Government e-auction website <https://eauction.gov.in> and click on the link for WBHIDCO e-auctions. He/she has to login with his/her User ID and Password. In the next page, the bidder has to click on the link "View Live e-auctions" and click on the link with the e-auction number for this e-auction. The bidder shall be required to sign his acceptance of e-auction terms and conditions with his DSC and then only the bidder can have access to the bidding area.

The bidding for the canteen/cafeteria shall be in whole Rupee in nearest thousand. The **incremental value is Rs.1000/- (one thousand) only**. Thus to bid an amount of Rs.20,000 (twenty thousand), a bidder needs to type 20000 in the space provided for bidding and click on the BID button. On clicking the BID button, the bid has to be signed by the bidder with his DSC.

J. CAUTION IN SUBMISSION OF BID:

The Bidder shall be solely responsible for all consequences arising out of the bid submitted by him (including any wrongful bidding by him) and no complaint/representation will be entertained by NIC/WBHIDCO in this regard. Hence Bidders must be careful to check (the Bid Amount/No. of Zeros/ No. of Digits/Unit of Measurement etc.) and rectify their bid (if required) before submitting their Bid into the live e-auction floor by signing the Digital Signature Certificate.

K. EARNEST MONEY DEPOSIT (EMD)

All intending Bidders have to deposit **Earnest Money Deposit (EMD) for Rs.10,000.00 (Rupees ten thousand) only**. Uploading the same online should be completed by **17.00 hrs of 24.02.22**.

Submission of **EMD** should be in favour of **WBHIDCO LTD., KOLKATA**, only through RTGS/NEFT in the Union Bank of India, Salt Lake City Branch of WBHIDCO Ltd. on or before **17.00 hrs of 24.02.22**. EMD in the form of IMPS/DD/PO shall not be accepted.

BANK DETAILS towards PRE-BID 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-auction. No interest will be payable on the EMD. EMD of the unsuccessful bidders would be returned by WBHIDCO Ltd. after completion of the bidding process. The EMD of the Successful Bidder shall be automatically retained. In case the bid is accepted and the bidder refuses / fails to make further payment towards the balance lease premium, the EMD shall be forfeited without prejudice to the rights of WBHIDCO to claim such further damages in this regard without further reference to the bidder.

BANK TRANSFER CHARGES EITHER WAY WOULD BE ON INTENDING BUYER'S A/C.

L. FORFEITURE OF EARNEST MONEY DEPOSIT (EMD)

The highest bidder shall be notified. Hence, bidders are advised to keep their email account active and monitor the same carefully. In case of non-receipt of email, the bidder may contact WBHIDCO Ltd.

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.

M. BID STARTING PRICE

There is a 'Start Price' for e-auction for this canteen/cafeteria, which is Rs.19,000/= (Rupees nineteen thousand) only with an incremental bid value of Rs.1,000/- (one thousand) only for the canteen/cafeteria having an area of 543.00 sq.ft. Start Price will be mentioned in the e-auction floor at whole Rupees for the entire space of canteen/cafeteria. Bidders have to bid above Floor price. *It is, however, made clear that such starting price is not the minimum 'Reserve Price'.*

N. OTHER CONDITIONS

The allotment of canteen/cafeteria would be made in favour of a single successful bidder who has quoted highest rate above minimum reserve price and found otherwise eligible.

O. SALIENT FEATURES [e-auction ID : 2022_WB_2186]

1.	Description	Canteen/Cafeteria at Ground Floor of HIDCO Bhaban, New Town, Kolkata
2.	Area	543.00 sqft
3.	Purpose	To operate the canteen/cafeteria to sell various food items
4.	EMD	Rs.10,000.00 (Rupees Ten Thousand) only
5.	Starting Price	Rs.19,000/= (Rupees nineteen thousand) only
6.	Bid Incremental Value	Rs.1,000/- (Rupees one thousand) only
7.	Rental Period	Initially for 11 months. which may be extended further if considered satisfactory by the authority of WBHIDCO Ltd.

P. Schedule of Dates: [e-auction ID : 2022_WB_ 2186]

No.	Activity		Date & Time
1.	<i>Auction Publish date</i>	:	15.02.2022
2.	<i>Bid documents submission Start Date</i>	:	16.02.2022 10.00 hrs
3.	<i>Bid documents submission End Date</i>	:	24.02.2022 17.00 hrs
4.	<i>Document/Payment Approval Start Date</i>	:	24.02.2022 17.05 hrs
5.	<i>Document/Payment Approval End Date</i>	:	02.03.2022 18.00 hrs
6.	<i>Auction Start Date</i>	:	03.03.2022 12.00 hrs
7.	<i>Auction End Date</i>	:	03.03.2022 16.00 hrs

- **Closing of e-auction :-** The e-auction will be closed at given time. However, if there is any bid within 10 minutes of closing time the closing time shall automatically be extended by the system by 10 minutes and continued to be extended in the same way by 10 minute unless there is no bid within such extended time.

ANNEXURE-1

STANDARD LUNCH THALI

Vegetarian (A)

Fine Rice or Roti (handmade)	200 gms/4pcs	
Salad	50 gms.	
Dal (thick consistency)	150 gms.	Rs 65/=
Papad/Potato/brinjal or veg fry	50 gms	
Vegetable Curry (seasonal)	100gms	

Vegetarian (B)

Fine Rice or Roti (handmade)	200 gms/4pcs	
Salad	50 gms.	
Dal (thick consistency)	150 gms	Rs. 80/=
Papad/Potato/brinjal or veg fry	50 gms	
Vegetable Curry (seasonal)	100 gms	
Curd	100 gms	

Egg(A)

Fine Rice or Roti (handmade)	200 gms/3pcs	
Salad	50 gms	
Dal (thick consistency)	150 gms	Rs. 75/=
Papad/Potato/brinjal or veg fry	50 gms	
Egg curry (one egg)	100 gms.	

Egg (B)

Fine Rice or Roti (handmade)	200 gms/3pcs	
Salad	50 gms.	
Dal (thick consistency)	150 gms.	Rs. 90/=
Papad/Potato/brinjal or veg fry	50 gms	
Egg curry (one egg)	100 gms	
Curd	100 gms.	

Chicken (A)

Fine Rice or Roti(handmade)	200 gms/3pcs.	
Salad	50 gms	
Dal (thick consistency)	150 gm	Rs. 110/=
Papad/Potato/brinjal or veg fry	50 gms	
Chicken curry	150 gms	

	Chicken (B)	
Fine Rice or Roti(handmade)	200 gms/3pcs	
Salad	50gms.	
Dal (thick consistency)	150gms.	Rs 125/=
Papad/Potato/brinjal or veg fry	50 gms	
Chicken curry	100 gms	
Curd	100 gms	

	Fish (A)	
Fine Rice or Roti (handmade)	200 gms./3 pcs	
Salad	50 gms ¹	
Qgl (thick consistency)	150gms.	Rs. 115/=
Papad/Potato/brinjal or veg fry	50 gms.	
Fish Curry	100gms	

	Fish (B)	
Fine Rice pr Roti (handmade)	200 gms/3 pieces	
Salad	50 gms	
Dal (thick consistency)	150 gms	Rs. 130/=
Papad/Potato/brinjal or veg fry	50 gms.	
Fish Curry	100 gms	
Curd	100 gms	

STANDARD HOT BEVERAGES

Tea	150 ml tea in 170 ml cup	Rs. 10/=
Coffee	150 ml Coffee in 170 ml cup	Rs. 25/=

STANDARD EVENING SNACKS

Samosa/ vegetable chop	100 gms in a plate	Rs. 10/=
Chicken Pakora	100 gms. in a plate	Rs. 80/=
Vegetable Chowmin	1 plate	Rs.80/=
Egg Chowmin with 2 eggs	1 plate	Rs. 100/=
Chicken Chowmin	1 plate	Rs. 115/=
Egg roll	1pc	Rs.40/=
Chicken roll	1 pc	Rs. 70/=
Parota	2 pieces	
Salad	50 gms	Rs. 50/=
Vegetable	100 gms.	