



**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  
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MEMO NO: 2334/HIDCO/ADMN-4007/2022

DATE: 26/08/2022

**NOTICE INVITING PROPOSALS FOR ENGAGEMENT OF AN OPERATING AGENCY FOR CO-WORKING SPACE: COMMUNITY LIVING AND WORKING IN ACTION AREA II OF NEW TOWN KOLKATA**

**Tender ID : 2022\_HIDCO\_398729**

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 centre 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 centre 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.

A pre-bid meeting will be held on 31/08/2022 at 4.00 PM at HIDCO Conference Room at HIDCO Bhaban, 35-1111, Biswa Bangla Sarani, New Town, Kolkata.

WBHIDCO 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 Major Arterial Road 1111 (Biswa Bangla Sarani) 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 centre, 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 4140.55 square meter.

Now, this complex is nearing completion very soon. WBHIDCO intends to engage a professional agency to operate including necessary publicity the complex professionally on a revenue sharing basis to the satisfaction of the users.

For this purpose, the General Manager (Administration), WBHIDCO invites Technical and Financial proposals from resourceful, reliable, bona-fide and experienced organizations/ companies with experience in operation of hotels and are requested to submit their offer for the work detailed below.

(Submission of Bid through online)

**List of Schemes :-**

Name of work	Earnest Money	Period of engagement
Operation of Co-working Space: Community Living and Working in Action Area II of New Town Kolkata	Rs.6,00,000/- ( Rupees six lakh only)	5 (five) years initially, may be extended further on mutual consent with 5% increase in Fixed Guarantee payout to WBHIDCO after 5 years for a further period of 5 years

1. Earnest Money Deposit / Bid Security will have to be submitted as soft copy (Scanned copies of the Originals) along with the tender for instruments (Bank Draft) and in case of deposit of money it should compulsorily be deposited on line by the bidders. The successful bidder will submit the hard copy of documents to the tender inviting authority with his acceptance letter of the LOI within specified time as mentioned in the letter of acceptance. Failure to submit the hard copy with the acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and will be dealt with according to legal provision including black listing of the bidder. Successful tenderers/bidders, who will not deposit the instruments of EMD physically as stipulated in this NIT, will be barred from participating in any further tender of WB HIDCO for one year from the date of this NIT.
2. Technical bids are to be submitted duly digitally signed in the website <https://wbtenders.gov.in>. The acceptance of bid is not obligatory.
3. Corrigendum, further notices and responses to queries if any will be published in the website <https://wbtenders.gov.in> at the appropriate section.
4. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule of this NIT.
5. The selection will be through a Maximum offer-based system with the bidder offering highest percentage of revenue share in favour of WBHIDCO, being selected as the operating agency subject being otherwise eligible for the tender.
6. 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 (GSTIN) under GST Act, 2017, along with his bid. The bidder should note that bid submitted without GSTIN will be summarily rejected
7. 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.
8. **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) Should have with experience in managing a 3-star category or equivalent hotels with a minimum of 50 rooms in a single facility and own kitchen and restaurant during last 5 years continuously for at least 3 years.



- c) Turnover should be more than 250 Crores per annum in the last three financial years.
  - d) Preference will be given for experience in West Bengal metro city
  - e) PAN Card, GST Number, Income Tax Return Acknowledgement Receipt for the last 03 (Three) Assessment years (AY 2018-19, 2019-20,2020-21) P.T. Deposit Challan for the year 2021-22.
  - f) 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.
  - g) Three consecutive years' (2018-19, 2019-20, 2020-21) Audited Accounts along with Balance Sheets to be submitted along with Tender documents.
  - h) All above mentioned documents need to be uploaded in technical Proposal.
  - i) Joint Venture or consortium is not allowed in this tender
9. 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 contractor and WBHIDCO or in respect to any delay in making payment of progressive or final bill of the work, to the operating agency.
10. **No advance and secured advance will be considered.**
11. **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.
12. **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.

**13. Date and Time Schedule:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Date of uploading of Tender document	26/08/2022
2	Date, time and venue of pre bid meeting	31/08/2022 at 4.00 P.M. At WBHIDCO Conference room
3	Documents download start date (Online)	26/08/2022 16.00 hrs
4	Documents download end date (Online)	15/09/2022 17.00 hrs
5	Bid submission start date: Technical & Financial (Online)	27/08/2022 10.00 hrs
6	Bid Submission closing date: Technical & Financial (Online)	16/09/2022 17.00 hrs
7	Bid opening date for Technical Proposals (Online)	19/09/2022 10.00 hrs
8	Date time and venue for technical presentation	To be notified
9	Last date of uploading list for Technically qualified Bidder(online)	To be notified
10	Opening date of financial proposal	To be notified
11	Date of publication of final selection	To be notified

14. 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.

15. 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.

16. 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

17. 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.
18. Prospective applicants are advised to note carefully the minimum qualification criteria before tendering the bids.
19. **Conditional / Incomplete tender will not be accepted under any circumstances.**
20. 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.
21. 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.
22. 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
23. The selected bidder whose tender is accepted shall make formal agreement along with bid documents in triplicate, within 15 (fifteen) days from the date of issue of work order by General Manager (Administration), WBHIDCO on payment of usual charges which is non-refundable under any circumstances and submit the same duly signed by him/them to this office. If the selected bidder fails to perform the formalities within the specified period, the Tender is liable to be cancelled and the Earnest Money will be forfeited as per relevant clauses of WBFR. A Special Purpose Company (SPC) may be formed to manage the facilities of the premises. The agreement will be entered with the Special Purpose Company with the selected bidder as a party to the agreement with WBHIDCO.

24. **Qualification criteria:**

The tender inviting and Accepting Authority will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria as stipulated in relevant clauses of this NleT.

25. 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 eligibility of the bidder / tenderer 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.

AND

The agency must have the capacity to engage professional staff as directed by the GM(A), WBHIDCO.

26. The final selection will be made on the basis of the highest percentage of revenue in favour of WBHIDCO. The bidder offering the highest percentage of revenue share over and above the minimum fixed payment will be selected as the operating agency subject to fulfilling all other requirements under this tender.

27. **Financial Bid**

- a) The percentage of revenue share (excluding GST) to be paid to WBHIDCO will have to be quoted by the bidders at the appropriate section of the e tender portal. Disclosure or indication of quote at any other section will lead to disqualification of the bidder.
- b) The technically qualified bidder offering highest percentage of revenue share to WBHIDCO will be selected as the preferred bidder.

28. WBHIDCO will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the operation of the complex. Rates should be quoted accordingly.

29. The address as furnished by the bidder shall be deemed as the postal address of this office. Any notice or instruction to be given to the contractor under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his official address as furnished.

30. Participation in this tender deems that the applicant is fully agreeable to abide all terms and conditions as stated in this Notice Inviting e tender.

31. The offer shall remain valid for 180 days from the date of opening of the tender.

32. **Obligations of the Operating Agency:**

- a) Operation and maintenance of the co working and co living spaces as per contractual terms with manpower engaged by the operator.

- b) All costs towards fees, charges, taxes and operational expenses will be borne by the operator
- c) Ensure safety and security of the premises.
- d) All permissions and licenses as required for operating the establishment to be obtained by the operator at its cost.
- e) Cafeteria to be operated in a healthy manner
- f) Engage qualified gym trainer for operational hours of the gym.
- g) Provide housekeeping services including laundry service
- h) Laundry service to be provided on payment by the guest
- i) In the co living complex periodical change of linens, housekeeping, sweeping, maintenance to be done by operator in standard of three-star hotels.
- j) Maintain cleanliness and hygiene in the premises
- k) Collect solid waste in a segregated manner and dispose-off as directed by New Town Kolkata Development Authority.
- l) Have arrangements for on spot fast aid and off-site emergency medical attention.
- m) Maintain separate books of accounts for the establishment.
- n) Allow WBHIDCO officials access to books of accounts of the establishment.
- o) Allow WBHIDCO officials access for inspection of the premises
- p) Pay the contractual fixed amount and revenue share to WBHIDCO in a regular manner.
- q) Meet all statutory and legal obligations for operation of the establishment.
- r) The book of accounts of the Special Purpose Company or the operational accounts of the premises shall be open for inspection by WBHIDCO or its authorized agency.

Any other relevant work that may be felt necessary in the course of work, by the General Manger Administration, WBHIDCO

33. **Obligations of WBHIDCO:**

- a) Providing access to operator for operating the establishment on contractual terms
- b) Providing electricity, water, sewerage, drainage and internet connection with recurrent charges paid by the operator



- c) Facilitating licenses and permissions required for the operation of the establishment by issuing necessary certificates and permission letters with costs borne by the operator.
- d) Provide sanctioned plan, NOC from Fire Department (charges to be borne by the agency engaged) and Occupancy Certificate.

34. **Facilities available in the complex:**

The complex offers the following facilities which are to be maintained and operated by the operating agency.

- a) Central Airconditioning
- b) CCTV surveillance
- c) In campus parking for 100 four wheelers
- d) Free 24x7 high speed data service for the users in co working and co living space
- e) 52-seater Cafeteria with Low Alcohol Beverages allowed (with kitchen space). No-Objection for obtaining license to serve LAB will be given on request.
- f) Library
- g) Gymnasium (equipment to be provided by operating agency)
- h) Wellness centre (furniture and equipment to be provided by operating agency)
- i) Common reception and waiting area separately for coworking and co living space
- j) 11 lounges to relax and network in living area.
- k) Fully furnished office space and living space
- l) Each 84 furnished single occupancy living space has
  - i. Attached toilet with geyser
  - ii. Own pantry with refrigerator
  - iii. Exclusive balcony with exclusive balcony chair
  - iv. Paid laundry service
  - v. Television
  - vi. Study table with chair
  - vii. Cabinets
  - viii. Single bed

- m) Furnished ready to move workstations
- n) 8 seater and 12 seater conference rooms
- o) Ready to move Executive cabins

35. **Payment:**

- a) Fixed guaranteed amount of Rs.1 crore plus GST to be paid to WBHIDCO each year in half yearly installment.
- b) Share of revenue to be paid in every six months.
- c) Operator free to decide charges with the following base prices:
  - i. Rs.8000 plus GST and electricity charges per month for co living spaces with complimentary buffet breakfast and Rs.7000 plus GST and electricity charges per month without complimentary breakfast.
  - ii. Co-living shall have daily stay option with charge of Rs.1200 plus GST and weekly stay option with charge of Rs.4000 plus GST per week.
  - iii. Rs.80 per seat per hour plus GST for workstations and conference rooms or Rs. 600 per day per seat or Rs.6000 per month per seat plus GST for continuous use.
  - iv. The managing agency will be allowed to make a variation of 25% above or below the base price
- d) Base prices will be allowed to be escalated by 3% annually.
- e) Cafeteria food prices to be decided by operator
- f) Gym membership charges for non-tenants to be decided by operator

36. **Special Conditions:**

- a) There will be a rent free fit out period of 60 days from the date of engagement allowed to the selected agency for starting the business.
- b) Tenure of engagement will be calculated from the expiry of the fit out period and revenue share will start after the expiry of the fit out period of 60 days.
- c) For the first six months (180 days including 60 days of fit out period) no fixed guaranteed payment will be required.
- d) Fixed guaranteed payment will start after expiry of first 6 months (180 days including 60 days of fit out period).
- e) After the expiry of the tenure of engagement, WBHIDCO may renew the engagement on mutually agreed terms or may invite a fresh tender for engagement of a facility manager.

- f) Co living spaces to be made available on priority on rent to professionals working in the co working space
- g) Gym membership will be at 50% of usual fees for tenants of co living space
- h) Gym access with paid membership will be available to outsiders who are not tenants of co living space
- i) Cafeteria will be accessible to outsiders as well and serving of Alcoholic Beverages may be allowed subject to statutory license from the appropriate authority.
- j) The managing agency may open more food and beverages outlets and cafes within the premises but sublet and subcontract will be prohibited. The position and design of which will have to be pre-approved by WBHIDCO to keep the circulation plan within the premises undisturbed.
- k) Events may be held within the premises for the tenants of the coworking and co living spaces with prior approval of the content by WBHIDCO.
- l) During such events, serving and consumption of alcoholic beverages may be allowed with event specific license from the appropriate authority with prior permission from WBHIDCO, for which WBHIDCO may charge permission fees.
- m) No subleasing or subletting of the operation of the premises will be allowed.
- n) All staff and managers engaged by the operating agency should be antecedent verified.
- o) The on-duty staff and managers should wear identity cards hung from lanyards and name badges.



General Manger (Administration)

West Bengal Housing Infrastructure Development Corporation Ltd.