



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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Date : 10/03/2023

**EXPRESSION OF INTEREST (EoI) FOR RENTING OUT SPACE FOR SETTING UP OFFICE AT
SMART OFFICE IN ACTION AREA CBD, NEW TOWN, KOLKATA**

New Town Kolkata is a newly developed planned 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 km² 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 wetlands 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.

West Bengal Housing Infrastructure Development Cooperation Ltd. (WBHIDCO), a Government of West Bengal Enterprise under the Department of Urban Development & Municipal Affairs, Government of West Bengal, is developing Fintech Hub - a cluster of banks, Financial and legal service players. The Hub is being structured with an objective of promoting clusters of fintech companies and enable synergies. This cluster of 29 financial institutions and legal firms are in various stages of development. The strategic location, robust infrastructure and rich talent pool are contributing to the growth of the hub and attracting many prospective investors.

Smart Office, an initiative by WBHIDCO, is situated within the Fintech Hub. The Office is situated in a prime location and also in close proximity to Bengal Silicon Valley, Biswa Bangla Gate and Multi-level car parking. Being located within 10 Kms of the Airport, it has the advantage of facilitating quick outstation clientele for MNC companies. The map of Newtown depicted below highlights the locational advantage of Smart Office .



The total plot area of the Smart Office is around 2 acres and accommodates a G+4 storied commercial building with provision for future expansion (upto 7th floor). The built-up area on each floor includes 459 sq. m (4934 sq.ft.) approx. on the ground and 507 sq. m (5452 sq.ft.) on each of the 1st, 2nd, 3rd and 4th floors respectively. The building has been conceptualized to accommodate office spaces on each floor.

The front façade of the building is done with structural glazing to provide a contemporary and modern feel. All service ends are smartly done, and fire safety norms are strictly adhered to in the design. Ample parking is provided within the plot. Provision for additional parking is also available in the upcoming Multi Level Car Parking, located within the vicinity of the site. The building has 2 lifts, 2 staircases, capacity of parking for 34 cars. Total office space available for renting is 1812 sqm (19502 sq. ft).

An area statement of the office is furnished as follows –

Area Statement	
Plot Area	4046.77 sq. m (43559.05 sq.ft)
Total Carpet Area	1812 sq. m (19502 sq. ft)
Total Built up Area	2487 sq. m (26770 sq. ft)
Total no. of parking	34

Now, this building has been completed and WBHIDCO intends to rent out the office floors at the Smart Office building 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, private organisations registered under the companies Act and government organizations, undertakings and parastatals to set up office at the Smart Office 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 submitting Eoi 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://www.wbhidcoltd.com>. Interested participants who meet the eligibility criteria may submit the required documents with a covering letter (specifically mentioning name of work and floor as per Schedule - I) through an email at the e-mail ID hidcokiosk@wbhidco.in.

The acceptance of Eoi is not obligatory. This Notice inviting Eoi does not imply that WBHIDCO is bound to select a bidder.

A pre-bid meeting will be held on 17th March, 2023 at 14.00 hrs at HIDCO Conference Room at 3rd floor of HIDCO Bhaban, 35-1111, Biswa Bangla Sarani, New Town, Kolkata.

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 interested participants.


General Manager (ADMN)
WBHIDCO LTD

SCHEDULE – I

Particulars of Scheme :

Name of work	Earnest Money	Period of engagement
Renting out of office floors at Smart Office in CBD of New Town, Kolkata	Rs. 50,000/- only	Initially, the space on rent will be allotted for 11 months, which is renewable up to 5 years. Enhancement of rent @3% will be made on each renewal.

Schedule of the Property:-

Sl. No	Floor	Carpet Area	Rental Rate	Rent (Rs.)
1	Ground Floor	3014 sqft	Rs.36/- per square foot per month plus GST	1,08,504 + GST
2	1 st Floor	4122 sqft		1,48,392 + GST
3	2 nd Floor	4122 sqft		1,48,392 + GST
4	3 rd Floor	4122 sqft		1,48,392 + GST
5	4 th Floor	4122 sqft		1,48,392 + GST

SCHEDULE – II

General Conditions

- Interested bidders may submit one EoI for one or more floors of the Smart Office.
- Bidder fulfilling eligibility conditions shall be requested to do a presentation. The applicant ranked first based on the highest total score will be given the option of choosing the floor first through a counselling session. Similarly, the applicant ranked next will be allowed to choose from the rest of the floors. This will continue till there are no ranked applicant or available floor left, whichever happens first.
- 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 at Technical evaluation Criteria section.

4. Expression of Interest is being invited for getting possession on rental basis as per the schedule of property under Schedule – I 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.
5. Corrigendum, further notices and responses to queries if any will be published in the website <https://www.wbhidcoltd.com> at the appropriate section.
6. This EOI is governed by the TERMS & CONDITIONS as contained herein
7. The final selection will be made on the basis of the total score obtained through combined technical score (Technical proposal and Technical presentation).
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 (GSTIN) 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 Security deposit for the selected bidder.
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 enhancement 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 /non-payment of upfront monthly rentals and other charges /suppression of facts by giving a written notice of 30 (thirty) days.
21. The bidder will have to bear cost of internal cleaning of allotted workspace itself .
22. The maintenance and electricity charges will also have to be paid by the bidder on pro-rata basis to us every month.
23. GST at the applicable rate will have to be paid along with monthly rent by the successful bidder.
24. Selected bidder on signing of agreement will need to pay the rental amount within 10 days of issue of the rental invoice.
25. If the rent as mentioned is not paid in time, the selected bidder will pay delay payment charge (DPC) @12.5% p.a on the instalment(s) amount due. If a particular payment is not paid in time, the MD of WBHIDCO may consider extending the date of payment by maximum of 30 days for clearing the default amount along with DPC @ 12.5 % p.a., failing which the allotment will automatically stand cancelled.
26. All Lessees 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.

27. Eligibility criteria for participation in the EoI

- a) The bidder should be a registered Indian Company under "The Company Act, 1956/2013"/Partnership firm/LLP/proprietary firm/ Government organizations, undertakings and parastatals.
- b) The average turnover in case of applicants other than Government organizations, undertakings and parastatals should not be less than 1 (one) Crore per annum in the last three financial years.

- c) PAN Card, GST Number, Income Tax Return Acknowledgement Receipt for the last 03 (Three) Assessment years (AY 2021,2022,2023), up to date Professional tax Deposit Challan. (Not applicable in case of Government organizations, undertakings)
- 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. (Not applicable in case of Government organizations, undertakings)
- e) Three consecutive years' (2019-20, 2020-21, 2021-22) audited Accounts along with Balance Sheets to be submitted along with EoI documents. (Not applicable in case of Government organizations, undertakings)
- f) Copy of Trade license issued by local body/ document of registration as proof of local presence. (Not applicable in case of Government organizations, undertakings)
- g) 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. (Not applicable in case of Government organizations, undertakings)
- h) 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 the form of an affidavit sworn before a competent authority. (Not applicable in case of Government organizations, undertakings)
- i) All above mentioned documents, if not mentioned elsewhere, need to be uploaded in the technical Proposal.

28. 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.

29. **Earnest Money Deposit**

Submission of **EMD amounting Rs. 50,000.00 (Rupees Fifty 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 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 EOI process. 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 EOI proposal.

- a) Refund of EMD: 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 & WBHIDCO will be in English language only.

30. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	EOI Publish Date	10.03.2023
2	Date and time of pre bid meeting	17.03.2023 , 02.00 p.m.
3	EOI Submission Start Date	11.03.2023 , 10.00 a.m.
4	EOI Submission End Date	31.03.2023 , 06.30 p.m.
5	Date of Technical Presentation on Proposal	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 EoI as mentioned in the Notice Inviting EoI, 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
6th 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
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 bidder at any stage of Bidding.
35. Prospective applicants are advised to carefully note the minimum qualification criteria before submitting their EoI.
36. **Conditional/Incomplete Expression will not be accepted under any circumstances.**
37. During scrutiny, if it comes to the notice of EoI inviting authority that the credential or any other paper is incorrect / forged / fabricated, that bidder would not be allowed to participate in the bidding process and that application will be rejected.
38. Before engagement, this authority may verify the credential and other documents of the qualified if found necessary. After verification, if it is found that the documents submitted by the Bidder is either forged or false, then in that case the said Bidder will not be engaged under any circumstances and their offer will be treated as cancelled and EMD will be forfeited.
39. If any discrepancy arises between two apparently similar clauses, the interpretation of the EoI inviting authority shall be binding on bidders.
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 found either forged or false, then 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 Accepting Authority.

TECHNICAL EVALUATION CRITERIA

Evaluation will be done as follows :

Upon receipt of applications from various interested bidders, 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. Allottee will be the one which secures maximum marks.

TECHNICAL PROPOSAL: Total Marks 50 (Not applicable for government organizations, undertakings and parastatals)

Sl. No.	Criteria	Supporting document to be submitted	Maximum Score
1	Average Turnover of last three financial years (2019-20, 2020-21, 2021-22) Up to Rs.1 crore (10 marks) Above Rs.1 crore and up to Rs. 20 crore (15 marks) Above Rs. 20 crore (20 marks)	Copies of Audited Accounts for the last three financial years (2019-20, 2020-21, 2021-22) 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">• Trade License• GST Registration Certificate• Income Tax Return (Last 3 FY)• Copy of PAN• Registration (depending on company type)• Professional Tax Clearance Certificate for last FY	Copy of the valid documents	30
TOTAL			50

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 office space at Smart Office including proposed number of employees	25
TOTAL		50

The evaluation will be made as per the following steps:

1. Based on the score achieved by adding up the Technical Evaluation and the Technical Presentation, the applications will be ranked in descending order from highest score to the lowest score. Anyone scoring less than 60% will be eliminated and not called for counselling.
2. The ranking will be published on the Website the WBHIDCO.
3. The applicant ranked first based on the highest total score will be given the option of choosing the floor first through a counselling session.
4. Similarly, the applicant ranked next will be allowed to choose the from the rest of the floors. This will continue till there are no ranked applicant or available floor left, whichever happens first.
5. In case all floors are not allotted from applications made within the last date (31/03/2023), further notice will be published for allotment on first come first served basis, provided applicant scores more than 60% marks in Technical Evaluation .