



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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No.1353/HIDCO/ADMIN-3906/2021

Date: 02.06.2022

EXPRESSION OF INTEREST FOR RENTING OUT SPACE
FOR SETTING UP OFFICE(S) AT NEWTOWN, KOLKATA

WEST BENGAL HOUSING INFRASTRUCTURE DEVELOPMENT CORPORATION LTD. (WBHIDCO), an enterprise under the Housing Department, Govt. of West Bengal, invites offers from **eligible, reputed and registered societies for setting up office(s)**, at Plot No. **AI/154/1, Utility Building, 5th Floor, Action Area - IA, near Tank no. 3, New Town, Kolkata** on monthly rental basis.

The applicant societies are advised to carefully read all the 'Terms & Conditions' contained in this EOI. They should particularly go through all the mandatory eligibility requirements. Societies desirous of participating in the EOI should send an email in the e-mailed ID hidcokiosk@wbhidco.in. The detailed EOI document is available at <https://www.wbidcoltd.com>.

Applications submitted by the intending societies 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 Publish Date | 03-June-2022 |
| 2. | Clarification Start Date | 03-June-2022 |
| 3. | Clarification End Date | 06-June-2022 05:00 PM |
| 4. | EOI Submission Start Date | 07-June-2022 10:00 AM |
| 5. | EOI Submission End Date | 16-June-2022 05:30 PM |
| 6. | Technical Presentation Date | Will be notified |

GENERAL MANAGER (ADMIN)
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 registered societies having registered address in New Town for setting up office(s)**, on monthly rental basis.

1. TERMS AND CONDITIONS

- a. Expression of Interest is being invited for giving possession on rental basis for the office space mentioned under clause 2 (schedule of property) of the EOI.
- b. This EOI is governed by the TERMS & CONDITIONS as contained herein.
- c. Registered societies with work experience in New Town and having existence of at least 3 years are only eligible to participate in this EOI.
- d. The selected society will have to enter into a renewable agreement within 15 (Fifteen) days from the date of issuance of LOA for a period of eleven months with WBHIDCO Ltd. and it may be renewed if considered satisfactory by the authority of WBHIDCO Ltd., subject to enhancement of rent by 3% for every renewal.
- e. Allotment of space on rental basis will be given to the applicant based on the marks obtained on the submitted documents and technical presentation.
- f. Schedule of dates & times mentioned in the EOI document may be treated as (IST) Indian Standard Time only.
- g. 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.
- h. Sufficient fire safety measures within the space should be arranged by the society.
- i. The selected society shall be bound to comply with the requisition and direction of the WBHIDCO's authorized representative(s).
- j. The successful society himself shall have to procure all materials/items required for running the office and will run the office by their own employees.
- k. The society will be solely responsible for all payments and observance and compliance of relevant provision of laws/rules/regulations etc. in respect of his employees. WBHIDCO authority or his authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
- l. Sub-leasing, sub-letting of the office space will not be allowed.
- m. Before submitting any offer, the intending societies should make themselves acquainted thoroughly with the prevailing local conditions by way of actual inspection of the space and no claim whatsoever will be entertained after finalization of the bid.

- n. 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.
- o. The society will have to bear maintenance charge of internal cleaning.
- p. The Electricity charges will have to be paid by the society separately.
- q. GST @18% on rent has to be paid by the successful society.

2. SCHEDULE OF PROPERTY

Schedule of the property available for rent

| Sl. No. | Particular | Location / Address | Area |
|---------|--------------|--|----------------|
| 1 | Office Space | Plot no. A1/154/1, Utility Building, 5 th Floor, Action Area - IA, near Tank no. 3, New Town, Kolkata | 119.20 sq. ft. |

3. MONTHLY RENT

Monthly rent will be charged @ Rs. 54/- per sq. ft. for 119.20 sq. ft. area.

4. EARNEST MONEY DEPOSIT (EMD)

All interested societies have to deposit Rs. 10,000/- (Rupees Ten Thousand) as EMD in the form of Demand Draft / Pay order in favour of WBHIDCO Ltd.

5. SUBMISSION PROCEDURE

All interested societies are requested to send the copy of Demand Draft (EMD) along with the qualification documents in the email ID: hidcokiosk@wbhidco.in from the EOI submission start date and will be accepted till EOI submission end date.

The Hard copies of the proposal documents along with the original EMD to be submitted within 7 days from the date of submission of application. However, all societies will have to appear for Technical Presentation on the date which will be communicated at later stage.

6. EVALUATION PROCEDURE

Evaluation will be done completely on the total score obtained by individual societies. Upon receipt of applications from various interested societies, WBHIDCO will verify all the credentials submitted by them.

7. CONTACT PERSON OF WBHIDCO

General Manager (Administration)
WBHIDCO Limited, HIDCO Bhaban,
35-1111, Biswa Bangia Sarani, 3rd Rotary,
New Town, Kolkata-700156
Telephone: 033-23246010, Email: gm.admin@wbhidco.in

8. ELIGIBILITY CRITERIA

The society must have 1) certificate of registration of the society having registered address in New Town; 2) proof of existence for not less than 3 years; 3) PAN

9. DOCUMENTS TO BE SUBMITTED

Scan Copies of EMD, Certificate of registration of the society, PAN, Balance sheet for last 3 years and upto date receipt of submission of Balance Sheet is required to be submitted.

The documents in hard copy need to be submitted as specified in the EOI document.

For evaluation of the proposal, marks will be given on the parameters mentioned in the Table-1 of this EOI.

Table - 1

| SL. NO. | PARAMETER | TOTAL/MAXIMUM MARKS |
|---------|---|---------------------|
| 1 | Existence of the society For last 5 years - 5 marks, for above 5 years - 10 marks | 10 |
| 2 | Balance Sheet for last 3 years. For last 3 years - 5 marks, for above 3 years - 10 marks | 10 |
| 3 | Technical presentation | 40 |
| | TOTAL | 60 |

10. 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.

11. 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.

12. PAYMENT SCHEDULE

Selected agency on signing of agreement will need to pay the rental amount within 10 days of issue of the rental invoice.

13. 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 arise 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


GENERAL MANAGER (ADMIN)
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