



**West Bengal Housing Infrastructure Development Corporation Limited**  
(A Govt. of West Bengal Undertaking)  
HIDCO BHABAN, 35-1111, Biswa Bangla Sarani, 3rd Rotary, New Town, Kolkata - 700156  
Telephone No. (033) 2324-6037/38, Fax: (033) 2324-3016  
e-mail: [info@wbhidco.com](mailto:info@wbhidco.com) website: [www.wbidcoltd.com](http://www.wbidcoltd.com)

**NOTICE INVITING EXPRESSION OF INTEREST FOR OPERATING A CAFETERIA INSIDE THE  
CAMPUS OF RABINDRATIRTHA IN NEW TOWN, KOLKATA**

No.: 1535/HIDCO/Admn-3084/2015

Dated : 07/02/2019

An Expression of Interest (EOI) with financial proposal for operating a Cafeteria of different food items inside the campus of Rabindratirtha, New Town, Kolkata, on monthly license fee basis, is hereby invited from the reputed and resourceful agencies.

**A. General Terms and Conditions of bid:**

1. The bidder shall operate the Cafeteria and sell various Food items.
2. The bidder should have experience of running such type of business. Bidder will have to submit document in this regards.
3. The intending bidders will have to submit credentials in support of his/her claim.
4. The bidder shall have valid trade license issued by the appropriate authority.
5. The bidders/existing shop owners who have been allotted shops by HIDCO or NKDA for running any business in New Town and /or those who have in the past 3(three) years operated any shops in New Town of HIDCO / NKDA are not eligible to apply.
6. The bidders 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.
7. 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.
8. The entire arrangement should be in pollution free manner. In case of any deviation, the contract shall also be liable to be cancelled.
9. Sufficient fire safety measures should be arranged by the agency and the agency should obtain Fire License certificate, if required.

10. The waste materials generated out of the running of the food court 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 staffs 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.
11. The food items should have nutritious value and may be inspected daily by the concerned authority.
12. The selected agency shall be bound to comply with the requisition and direction of the WBHIDCO's authorized representative(s).
13. The agency shall ensure that staff engaged for the purpose is well trained, polite and free from communicable diseases. The staffs 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.
14. 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 Cafeteria. WBHIDCO authority or his authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
15. The total area offered in this EOI is 692 sq.ft. out of which Non-Ac Covered area for the kitchen room with wall is 241 sq.ft. and shaded service area is 454 sq.ft.
16. The bidder will have to take entire area.
17. The bidder will not be allowed to make any kind of modification of the structure.
18. The reserved base License fee for the entire area is Rs.13,995/- (Rupees thirteen thousand nine hundred ninety five) only per month, which is a bid variable. The bids above the reserved License Fee only will be taken into consideration. In case of a tie in respect of the highest bid, the bidders offering the highest bids will be requested to submit closed revised offers again.
19. No change in the amount of offered payment will be considered in any way after finalization of the bid.
20. Conditional E.O.I. will not be accepted and shall be deemed as informal.
21. 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.



22. The selected Bidder will have to enter into an agreement with WBHIDCO Ltd. within 07 (seven) days from the date of issuance of LOA.
23. The shop will be initially allotted for eleven months on License basis, which may be extended further if considered satisfactory by the authority of WBHIDCO Ltd.
24. 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.
25. The bidder will have to bear maintenance charge of internal cleaning.
26. Electricity charges will have to be paid by the bidder on consumption as determined by the electrical wing of this organization.
27. Bid is to be submitted in seal covers addressed to The Curator, Rabindratirtha, WBHIDCO Ltd. at his office at Rabindratirtha, Biswa Bangla Sarani, 3<sup>rd</sup> Rotary, New Town, Kolkata- 700 156.
28. Last date and time for submission of bid /offer by the intending participants is on 27/02/2019 up to 2.00 P.M. in the Tender Box kept in the office chamber of The Curator, Rabindratirtha, WBHIDCO Ltd at his office at Rabindratirtha, Biswa Bangla Sarani, 3<sup>rd</sup> Rotary, New Town, Kolkata- 700 156.
29. Bids will be opened on 27/02/2019 after 3.00 P.M. at the office chamber of The Curator, Rabindratirtha, WBHIDCO Ltd at his office at Rabindratirtha, Biswa Bangla Sarani, 3<sup>rd</sup> Rotary, New Town, Kolkata- 700 156. The bidders or their authorized representative may remain present at the time of opening the bid.
30. 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.
31. Sub-leasing, sub-letting of the cafeteria will not be allowed.
32. 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 materials will be issued by WBHIDCO Ltd.
33. 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.
34. No offer will be entertained if received through Post/Courier after 2.00P.M. on 27/02/2019.
35. 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 cafeteria or from the date of execution of agreement whichever is earlier.
36. The monthly license fee will be enhanced @ 10% in every 11(eleven) months, if the agreement is renewed on mutual consent by both the parties.
37. The bid above the reserved License Fee only will be taken into consideration. In case of a tie in respect of the highest bid, the Bidders offering the highest bids will be requested to submit closed revised offers again.



- 38.No change in the amount of offered payment will be considered in any way after finalization of the bid.
- 39.Conditional E.O.I. will not be accepted and shall be deemed as informal.
- 40.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.
- 41.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.
- 42.The 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.
- 43.GST at the applicable rate will have to be paid along with monthly License fee by the successful bidder.
- 44.Consumption or sale of alcohol and tobacco or pan masala or use of any other intoxicant in the cafeteria is strictly prohibited.

#### **B. BID Documents**

1. The participant Bidders must submit their bid / offer in 03 (three) separate sealed envelopes i.e. Packet (A), Packet (B) and Packet (C). On every packet, memo no. and date of this EOI, the name of the Bidder have to be written clearly.
2. Packet (A) will contain Earnest Money Deposit amounting to **Rs.25,000/-** drawn on any Nationalized Bank in the form of Bank Draft in favour of WBHIDCO Ltd. payable at Kolkata. Without submission of the EMD, the application will be considered summarily cancelled. EMD of unsuccessful Bidders will be returned in due course.
3. Packet (B) will contain (i) application mentioning "Proposal for operating cafeteria at Rabindratirtha" and super scribing memo no. and date of this EOI mentioning name and address of the Bidder, (ii) Copy of valid PAN issued by the Income Tax Dept., Government of India, (iii) Valid GST registration no., (iv) Valid Trade License, (v) Professional Tax Registration and (vi) Credentials in support of experience of running such type of business, **if any.**
4. Packet (C) will contain only the financial bid mentioning clearly the percentage (%) quoted against the reserved monthly License fee as ascertained and placed in the notice. The rate quoted should be on the percentage (%) on declared monthly rent only (i.e. xxxx% above) considering all types of payments/charges to be paid by the Bidder for running the food court.
5. All the above sealed covers must be super scribed "Proposal for operating cafeteria at Rabindratirtha" and should be put in a bigger sealed cover and addressed to The Curator, Rabindratirtha, WBHIDCO Ltd. at his office at Rabindratirtha, Biswa Bangla Sarani, 3<sup>rd</sup> Rotary, New Town, Kolkata-700 156.
6. Bid offer has to be submitted on the letter head of the Bidder signed by the Bidder himself or authorized representative of the Bidder, who will also sign all documents in the bid.



7. All the documents submitted by the bidder are also to be signed by the Bidder himself or authorized representative of the Bidder.
8. The offer will remain valid for 3 years from the date of submission.
9. The Bidder should be technically sound and eligible to participate in the financial bid opening. The financial bid [Packet (C)] of the Bidders, whose proposals will be rejected after opening of technical bids [Packet (B)], will not be opened. The financial offers of the Bidders, who are found unsuccessful in the technical bid, will not be allowed to participate in the financial bid and their financial offers will stand rejected and will not be considered.
10. Any bid /offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the Bidder or his /her authorized representative without which the bid/offer may be informal.

*Ampu S. Masral*  
Curator, Rabindratirtha  
07.02.2019

No.: 1535/1(5)/HIDCO/Admn-3084/2015

Dated : 07/02/2019

Copy forwarded for information and necessary action to :

- 1) The Joint Managing Director (Admn.), WBHIDCO
- 2) The Chief Executive Officer, NKDA
- 3) The Chief Finance Officer, HIDCO
- 4) The General Manager (Engg)-I, HIDCO
- 5) The Assistant Manager, Rabindratirtha

*Ampu S. Masral*  
07.02.2019  
Curator, Rabindratirtha