



**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

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**NOTICE INVITING EXPRESSION OF INTEREST FOR OPERATING  
MEDICINE STORE AT SNEHODIYA  
ACTION AREA-IB, NEWTOWN**

[3<sup>rd</sup> Call]

Memo No: 159/HIDCO/AGM (Snehodiya)/044

Dated: 24.07.2024

An Expression of Interest (EOI) with financial proposal for operating Medical store / shop measuring about 113 sqft., at Snehodiya in Action Area IB, 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 Medicine Shop in one space.
2. The bidder should have experience of running such type of business and the Bidder will have to submit documents in this regard.
3. The Bidder should have Pharmacy License & Drug License and any other statutory licenses necessary and required to run the Medical store / shop.
4. The Bidder will have to appoint a pharmacist at his own to run the store / shop after allotment of store / shop.
5. The Drug license shall have to be displayed at the prominent place of the store / shop allotted.
6. Medical shop must be equipped with a refrigerator. This is emphasized because certain drugs like vaccines, Sera, Insulin Injections etc. to be stored in the refrigerator.
7. The intending bidders will have to submit credentials in support of his/her claim.
8. The bidder shall have valid trade license issued by the appropriate authority.
9. The bidders who have been allotted shop by HIDCO or NKDA for running any business in New Town, Kolkata and/or those who have in the past 3 (three) years operated any shop/stall in New Town of HIDCO/NKDA are not eligible to apply.

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 defaulted in payment of rent to HIDCO/NKDA are not eligible to apply.
11. 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.
12. The waste materials generated out of the running of the shop 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. Surrounding areas need to keep clean. 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.
13. The entire arrangement should be in pollution free manner. In case of any deviation, the contract shall 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 items should be inspected daily by the concerned authority.
16. The selected agency shall be bound to comply with the requisition and direction of the WBHIDCO's authorized representative(s).
17. The agency shall ensure that staff engaged for the purpose is well trained, polite and free from communicable diseases.
18. 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 store. WBHIDCO authority or his authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
19. The total areas of the store is 113 sq.ft.(without air-condition facility).
20. Reserved License fee for the total space 113 sq.ft. is @ Rs. 39.60 per Sq. Ft. that is Rs.4474.80/- (Rupees Four Thousand Four Hundred Seventy-Four only) excluding GST per month. Rent should be paid in advance regularly.
21. Bid is to be submitted in three sealed covers addressed to Curator (Snehodiya) at his office of WBHIDCO Ltd. at her office in Snehodiya, Street No 165 Plot No BC/100/2 Action Area IB, New Town, Kolkata-700156.

22. Last date and time for submission of bid/offer by the intending participants is on 20.08.2024. up to 2.00 P.M in the Tender Box kept in the office chamber of Curator WBHIDCO Ltd. at her office in Snehodiya, Street No 165 Plot No BC/100/2 Action Area IB, New Town, Kolkata.
23. Bids will be opened on 21.08.2024 after 3.00 P.M. at the office chamber of the Curator (Snehodiya), Street No 165 Plot No BC/100/2 Action Area IB, New Town, Kolkata. The bidders or their authorized representative may remain present at the time of opening the bid. Technical Bid (Packet - B) will be opened on 21.08.2024 at 3.00 PM and Financial Bid (Packet - C) will be opened at 4.00 PM only after 21.08.2024 of Technical Bid.
24. The successful bidder will have to start the business within 15 (fifteen) days from the date of issuance of Letter of Acceptance (LOA).
25. Sub-leasing, sub-letting of the spaces (store / shop) will not be allowed under any circumstance.
26. The successful Bidder will 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. To run the business under any circumstance.
27. 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.
28. No offer will be entertained if received through Post / Courier.
29. 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 space or from the date of execution of agreement whichever is earlier which may be extended further.
30. The monthly lease rent will be enhanced @ 10% after 3 Years which may be extended further if considered necessary by the authority of WBHIDCO Ltd.
31. 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.
32. No change in the amount of offered payment will be considered in any way after finalization of the bid.
33. Conditional E.O.I will not be accepted and shall be deemed as informal.
34. 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.
35. 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. The agreement may be renewed further upon mutual consent by the both parties subject to maximum period of 3 years.

36. The allotment of medicine shop will be initially for three years on License basis, however, the agreement can be terminated in case of irregularities/ under-performance/ non-payment of upfront monthly License fee/suppression of facts is found by giving a written notice of one month.
37. The bidder will have to bear maintenance charges of internal cleaning.
38. The Electricity charges will have to be paid by the bidder separately by installing a separate meter or on point wise average consumption as determined by the electrical wing of this organization.
39. GST at the applicable rate will have to be paid along with monthly License fee by the successful bidder.
40. Consumption or sale of alcohol and tobacco or *pan masala* or use of any other intoxicant in the Medicine store / shop 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. 5,000.00 drawn on any Nationalized Bank in the form of Bank Draft in favour of WB HIDCO 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 Medicine shop at the Snehodiya 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., if any, (iv) Valid Trade License, Pharmacy License, Drug License (v) Professional Tax registration and (vi) Credentials, if any, in support of experience of running such type of business.
4. Packet (C) will contain only the financial bid mentioning clearly the percentage (%) quoted against the declared 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 Medicine above.
5. All the above sealed covers must be super scribed "Medicine Shop at Snehodiya" and should be put in a bigger sealed cover and addressed to Addl. General Manager (Snehodiya), WBHIDCO Ltd. at her office in Snehodiya, Street No 165 Plot No BC/100/2 Action Area IB, New Town, Kolkata-700156.

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 if 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 made in the bid are to be attested under the dated signature of the Bidder or his/her authorized representative without which the bid/offer may be informal / rejected.

**Curator  
(Snehodiya)**

Memo No: 152(7)/HIDCO/AGM (Snehodiya)/044

Dated: 06.06.2024

Copy forwarded for information and necessary action to :

1. JMD, WBHIDCO
2. Chief Engineer, WBHIDCO
3. GM (Admn.), WBHIDCO
4. C.F.O., WBHIDCO
5. GM (Engg. - II), WBHIDCO
6. P.S. to MD, WBHIDCO

**Curator  
(Snehodiya)**