

**E.O.I. No. WBSAMB/CEO/04/2022-23 Dated 15/07/2022**

**Invitation of Bid (Expression of Interest)**

**FOR**

**DISTRIBUTION OF STALLS ON RENT  
TOWARDS SALE OF ORGANIC**

**PRODUCE / PRODUCT**

**AT**

**Organic Haat, Rajarhat, New Town**

**Bid invited by --**

**West Bengal State Agricultural  
Marketing Board**

**729, ANANDAPUR, P.O. :E.K.T.P. P.S.:  
ANANDAPUR, KOLKATA-700 107, WEST BENGAL**

**July, 2022**

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**West Bengal State Agricultural Marketing Board invites Bid (Expression of Interest)  
for DISTRIBUTION OF STALLS ON RENT TOWARDS SALE OF ORGANIC PRODUCE /  
PRODUCT AT Organic Haat, Rajarhat, New Town.**

**SECTION 1  
INVITATION OF BID (Expression of Interest)  
For Selection of**

Individual / FPO / FPC / FIG / SHG / Company for DISTRIBUTION OF STALLS ON RENT TOWARDS SALE OF ORGANIC PRODUCE / PRODUCT AT Organic Haat, Rajarhat, New Town.

- 1.1 West Bengal State Agricultural Marketing Board invites EOI in 2 (Two) sealed envelopes comprising the Technical Experience details and the Financial Offer from bidder for DISTRIBUTION OF STALLS ON RENT TOWARDS SALE OF ORGANIC PRODUCE / PRODUCT.
- 1.2 The bidder should have experience on marketing of Agricultural Produce / product having India Organic Logo which includes whole range of Agricultural, Horticultural, Animal Husbandry, Fisheries, Textiles product.
- 1.3 Period for allotment of stall is 5 (Five) years with a provision for extension of next 5 (Five) years subject to satisfactory performance.
- 1.4 The intending Individual / FPO / FPC / FIG / SHG / Company must have FSSAI license, Trade License, PAN Card, P.Tax Certificate, GST Registration Certificate (if required) during submission of bid.
- 1.5 In case the intending bidder did not obtain FSSAI license during submission of bid, should submit declaration on non-judicial stamp paper of Rs. 100/- that individual/organisation should obtain FSSAI license before commencement of business at allotted space.
- 1.6 Award of the bid is at the sole discretion of West Bengal State Agricultural Marketing Board.
- 1.7 A pre-bid meeting will be held in the office of West Bengal State Agricultural Marketing Board, at the address given above on 27/07/2022 at 02.00 pm.
- 1.8 Date of submission Technical & Financial Bids for the EOI to be submitted in separate envelopes from 01/08/2022 to 18/08/2022 on any working day from 11.00 am to 04.00 pm in the office of the West Bengal State Agricultural Marketing Board.
- 1.9 Opening of Technical Bid on 18/08/2022 at 04.30 pm.
- 1.10 Opening of Financial Bid: **Financial Bid of the technically qualified bidder will be opened on scheduled date and time which will be declared during declaration of technically qualified bidder.**

**Chief Executive Officer  
West Bengal State Agricultural Marketing  
Board**

**Date : 18/07/2022  
Place: Kolkata.**

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**Terms of Reference for 'DISTRIBUTION OF STALLS ON RENT TOWARDS SALE OF ORGANIC PRODUCE / PRODUCT AT Organic Haat, Rajarhat, New Town'.****Introduction**

West Bengal State Agricultural Marketing Board has constructed a G+5 storied state of art building (Organic Haat) at Plot No.IIE-67/2, Rajarhat, New Town for providing support to the stakeholders producing and / or selling organic produce / product. The building is situated just on the left side of the Biswabangla Sarani, 300 Mtr. from the Biswabangla Gate towards Netaji Subhas Chandra Bose International Airport.

**Facilities**

There are 3604 Sqft. (approx.) covered space in each floor with facilities of -

- Modern toilet facilities for both Gents & Ladies.
- First floor and Second floor of the building contain 16 (Sixteen) Stalls (Area of stalls mentioned in Annexure-4).
- Proper electricity arrangement.
- Water arrangements.
- Air-conditioning system having glass door and rolling shutter.
- This building is equipped with escalator up to the 3<sup>rd</sup> floor.
- There are 2 (two) lifts and 2 (two) stair cases for facilitating the mobility of common people.
- There is common facility of a Food Court at 3<sup>rd</sup> floor in the said building to provide delicious organic food to common people.
- Each and every stall has separate entrance.
- The entire building is equipped with closed circuit camera and firefighting arrangements duly approved by the Competent Authority.

### SECTION 3

#### GENERAL TERMS AND CONDITIONS

- 3.1 The intending bidders must have FSSAI license, Trade License, PAN Card, P.Tax Certificate, GST Registration Certificate (if required). In case the intending bidder did not obtain FSSAI license during submission of bid, should submit declaration on non-judicial stamp paper of Rs. 100/- that individual/organisation should obtain FSSAI license before commencement of business if considered for allotment of a stall.
- 3.2 The bidder must commence his business within 30 (thirty) days from the date of allotment of space, failing which, his allotment will be treated as cancelled. The Earnest Money deposited by the bidder will be forfeited by the authority.
- 3.3 Under any circumstances the allotted stall should not be remain unutilized for a period of 15 (fifteen) days at a stretch. In that case Earnest Money will be forfeited and allotment will be revoked.
- 3.4 Every item which are to be sold must have **India Organic Logo** issued by the Competent Authority of the Government of India or **PGS Green** or **Organic Certificate** under Paramparagata Krishi Vikash Yojona.
- 3.5 Period for allotment to the successful bidder will be initially for 5 (Five) years, with a provision for extension of next 5 (Five) years subject to satisfactory performance.
- 3.6 Relaxation on rent will be allowed @50% for first 6 (Six) months and @25% for next 6 (Six) months.
- 3.7 Assessment of rent for the period after completion of first 5 (Five) years will be finalized with mutual agreement.
- 3.8 Enhancement of rent will be 10% after completion of 2.5 consecutive years.
- 3.9 The selected individual / agency will have to pay electricity charges for consumption as per respective own meter, for which application to the concerned authority to be made.
- 3.10 The selected individual / agency will maintain cleanliness of the space allotted in favour of him out of his own resources and maintain harmony with the neighbours mutually.
- 3.11 The authority will provide security guard for the building complex.
- 3.12 No permanent car parking within the building complex will be allowed for the selected agency.
- 3.13 This Department will not be responsible for any damage in their own space except supply of water. Bidder will also be responsible to maintain glass door and rolling shutter for their own shop.
- 3.14 Individual shop should be well decorated and furnished attracting public, as far as possible.
- 3.15 Intending bidder may apply for maximum 02 (two) nos. of stalls irrespective of category and floor. In that case the bidder has to submit separate EOI for each stall.
- 3.16 The allottee will abide law of land.
- 3.17 In case of exit of the allottee with in the period of contract security money will be forfeited.
- 3.18 West Bengal State Agricultural Marketing Board reserves the right to mitigate dispute, if arises, with any of allottee during the contract period.

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## **SECTION 4 INSTRUCTION TO BIDDERS**

### **4.1 Site Visit**

A bidder shall be deemed to have full knowledge of the facilities and infrastructure in the building / surroundings that the successful bidder is required to operate from.

The bidder may make site visit with prior intimation to the West Bengal State Agricultural Marketing Board on working day.

### **4.2 Pre-bid Conference**

Interested bidders can attend a pre-bid conference at 02.00 pm on 27/07/2022 at the office of West Bengal State Agricultural Marketing Board. The purpose of the conference will be to clarify issues and to answer questions on any matter relating to this document that may be raised at that stage. Any amendment of the bid document that may become necessary as a result of the pre-bid conference shall be made by West Bengal State Agricultural Marketing Board and distributed to all bidders.

### **4.3 Time of Submission**

The indicative time schedule of the submission process, described in different parts of the document, is provided in the Annexure-3.

Sealed bids have to be submitted (both Technical & Financial Bid) in separate envelope from 01/08/2022 to 18/08/2022 to the office of West Bengal State Agricultural Marketing Board from 11:00 am to 04:00 p.m. West Bengal State Agricultural Marketing Board may, at its own, sole discretion, extend the last date for submission of bids by issuing an amendment and the bidders shall be up to the modified date as extended. Financial Bid will only be opened for the bidder who is technically eligible as per criteria laid down in EOI.

### **4.4 Late Bids**

Any bid received by West Bengal State Agricultural Marketing Board after the deadline for submission of bids will be out rightly rejected.

### **4.5 Fees Payable**

The following fees are payable at various stages of the bidding process:

1. A) Earnest Money for an amount of Rs. 20,000/- to be paid by the intending bidders during submission of bid in the form of Demand Draft (Payable at Kolkata) or Online Transfer in favour of West Bengal State Marketing Board Fund.

#### **Bank Details**

Account Name:	<b>West Bengal State Marketing Board Fund.</b>
Bank & Branch Name:	<b>ICICI Bank, Anandapur Branch.</b>
Account No.:	<b>128701000661</b>
IFS Code:	<b>ICIC0001287</b>

B) Earnest Money of the unsuccessful bidder will be refunded on submission of application after completion of bidder process.

C) Earnest Money of the successful bidder will be converted as Security Deposit and that will be refunded (without interest) after successful completion of the contract period.

2. The selected agency will have to deposit security money for an amount of Rs. 50,000/- (adjusting the Earnest Money) before execution of agreement with the authority.

### **4.6 Amendment of Bid Document**

At any time prior to 03 (three) days from the last date for submission of the bid, West Bengal State Agricultural Marketing Board reserves the right to add/ modify/ delete any portion of the bid document by the issue of an addendum, which will be sent to all bidders. In case of amendment of bid document, West Bengal State Agricultural Marketing Board may, at their own discretion, extend the bidding period only under exceptional circumstances. West Bengal State Agricultural Marketing Board will not entertain any request from any bidder to extend the bidding period.

### **4.7 Settlement of disputes**

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For any dispute arising during the bidding process, the decision of West Bengal State Agricultural Marketing Board shall be final and binding on all parties.

**4.8 Clarifications**

West Bengal State Agricultural Marketing Board may call for clarifications regarding certain aspects of the bids received. Such clarifications are required to be provided in writing within the specified time frame and would be considered as part of the bid. However, bidding will not be permitted to change any aspect of their financial bid or any term that might materially affect the financial bid after the last date for submission of bids.

**4.9 Law applicable**

Indian Laws shall be applicable for the process. No cases shall be entertained beyond the jurisdiction of Kolkata.

**4.10 Right to accept/ reject**

West Bengal State Agricultural Marketing Board reserves the right to accept or reject any bid without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.

**4.11 Indemnification**

The bidder will be required to indemnify West Bengal State Agricultural Marketing Board against all liabilities, direct or indirect arising out of the bidding process.

**4.12 Period of Contract**

Period for allotment of stall is initially for 5 (five) years with a provision for extension of next 5 (five) years subject to satisfactory performance.

**4.13 Payments**

Selected agency shall pay to the West Bengal State Agricultural Marketing Board the monthly rental for the allotted space within 10<sup>th</sup> of the every month. Failure for payment of rent during 3 (Three) consecutive month, allotment of stall will be cancelled along with forfeiture of Security Money deposited by the agency.

**4.14 Technical Bid**

The technical bid will consist of FSSAI license, Trade License, PAN Card, P.Tax Certificate, GST Registration Certificate (if required)

**4.15 Financial Bid**

- ❖ The Price quoted shall be a fixed lump sum price on a monthly rental basis for the allotted space.
- ❖ The price quoted by the intending bidder shall include all applicable taxes, duties, levies, etc. as per Acts, Rules, Regulations and Statutes of the State or Central Government as on the date of submission of the bid.
- ❖ Assessment of rent for the period after completion of first 5 (Five) years will be finalized with mutual agreement.
- ❖ Taxes, if any, that may be payable for running the stall to the Government of India / State Government shall be borne by allottee of the stall.

**4.16 Selection of Stall Holder**

Both technical and financial offer shall be considered for evaluation the bid. West Bengal State Agricultural Marketing Board will first assess the technical eligibility of the intending bidder. Financial bid of the technically qualified bidders will be opened in presence of the bidder or his authorized representative.

Highest bidder pertaining to specific stall will be selected as stall allottee. (Layout of the stalls are enclosed Annexure-4).

**4.17 Bid Security:**

After receiving the Letter of Acceptance and before entering into the Contract Agreement, the successful bidder shall have to furnish an amount of Rs. 50,000/- (Rupees Fifty Thousand) only as interest free refundable Security Deposit to the West Bengal State Agricultural Marketing Board which will be refunded on expiry of the contract agreement and fulfillment of terms and conditions of the agreement.

## **SECTION 5**

### **BID FORMAT & CONTENTS**

#### **5.1 Sealing, Marking and Submission of Bids**

Each bid shall contain the bid security, technical proposal and the financial proposal. The original bid shall be enclosed in three separate sealed covers. Each sealed cover shall be marked Strictly "Confidential-Bid for Distribution of Sall at Organic Haat, Rajarhat, New Town" and should be addressed to the:

Chief Executive Officer  
West Bengal State Agricultural Marketing Board,  
Kamal Guha Krishi Bipanan Bhawan,  
729, Anandapur,  
Kolkata 700 107

Separate envelopes to be marked envelope (i) Earnest Money; (ii) Technical Bid (iii) Financial Bid depending on the contents. If the envelopes are not sealed and marked, West Bengal State Agricultural Marketing Board will assume no responsibility for the misplacement or premature opening of the bid. A bid opened prematurely due to this reason may be rejected by West Bengal State Agricultural Marketing Board within the stipulated date.

#### **5.2 Modification of Bids**

If the bid is submitted prior to the last date of submission, the bidder can modify or make corrections to it upto the last date and time of submission. Such modification/ correction, if any, has to be submitted in sealed envelopes to the Chief Executive Officer, West Bengal State Agricultural Marketing Board, Kamal Guha Krishi Bipanan Bhawan, 729, Anandapur, Kolkata 700 107.

#### **5.3 Initialing of Bids**

The bid shall be typed and each page shall be duly signed by the bidder/Authorised Signatory.

#### **5.4 Bid opening Procedure**

Envelope (i) Earnest Money of the bid, with requisite documents shall be opened first, if found condition of the bid satisfied envelope (ii) i.e. Technical Bid, with requisite documents shall be opened and if found eligible envelope (iii) i.e. Financial Bid shall be opened.

#### **5.5 Bidder's Declaration**

All bidders have to provide an Affidavit in accordance to the format given in Annexure 2. If, at any stage, the information given in Annexure-2 is found to be materially incomplete or incorrect or false (in the assessment of West Bengal State Agricultural Marketing Board), West Bengal State Agricultural Marketing Board reserves the right to reject the bid and allotment and also legal action may be taken against the bidder.

#### **5.6 Time Schedule**

The indicative time schedule of the submission process, described in different parts or the document, is provided in the Annexure-3.

#### **5.7 Language of the Bid**

All correspondence and contracts shall be in English

#### **5.8 Currency of Bid**

All amounts in the bid shall be expressed in Indian Rupees and if there be any difference between words and figures, the bid shall stand cancelled.

#### **5.9 Bid Contents**

The submissions shall be made in 03 (three) Envelopes, namely, Envelope (i); Envelope (ii) and Envelope (iii). The desired content(s) of such envelope is described below.

##### **5.9.1 Envelope (i) (Earnest Money)**

Demand Draft in favour of West Bengal State Marketing Board Fund / Self authenticated document of NEFT or Net Banking.

##### **5.9.2 Envelope (ii) (Technical Bid)**

It should contain:



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- I. Authorisation by way of Power of Attorney of the person signing the Bid.
  - II. Technical Proposal.
- The submissions should be done in the sequence as shown below.
- I. Information about the Organisation:
    - i. Name of the bidder
    - ii. Contact address and name of person duly authorized to clarify, negotiate and finalise the bid (with contact number and e-mail)
  - II. Technical Experience & Qualifying Criteria Documentation:
    - i. Experience in managing Sale Counter of Organic Product.
    - ii. Average turnover of the bidder for last three Financial Years.
    - iii. Authenticate document for FPO / FPC / FIG / SHG / Company.
    - iv. Certificate of the India Organic Logo issued by the Competent Authority of the Government of India or PGS Green or Organic Certificate under Paramparagata Krishi Vikash Yojona for the products to be sold in the counter with FSSAI license, Trade License, PAN Card, P.Tax Certificate, GST Registration Certificate (if required). In case the intending bidder did not obtain FSSAI license during submission of bid, should submit declaration on non-judicial stamp paper of Rs. 100/- that individual / organisation should obtain FSSAI license before commencement of business at allotted space.
  - III. Bidder's request for amendment to bid document:  
If desired the bidder may indicate the amendment(s) in the bid document.
  - IV. Annual reports and audited balance sheet duly signed by the bidder for last three years.
  - V. Return of Bid Document (in case of cancellation of EOI):  
The Original Bid document will be returned in sealed condition along with Earnest Money.
  - VI. Additional Information:  
The bidder may add any further information which may be considered relevant for the evaluation of the bid. The bidder may attach other documents giving a legible list. No documents will not be accepted after opening of bid.

### 5.9.3 Envelope (iii) : (Financial Bid)

It should contain:

- I. **MONTHLY RENT:** The monthly lump-sum rent for Stalls of Organic Haat, Rajarhat, New Town in the format given below. A copy of this format is to be used for Envelope (iii) (Financial Bid).

DESCRIPTION	BID AMOUNT (in Rs. In figure and in words)
Monthly rent of stall of Organic Haat	

**However, the price should not be quoted in Envelope (ii) (Technical Bid).**

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## **SECTION 6**

### **BID EVALUATION**

#### **VI.1 Uncovering Procedure:**

First of all Envelope No. (i) Earnest Money, of the bid will be opened in the presence of the representatives of the bidders. If the document of Earnest Money does not satisfy as per provision of the Bid, then rest envelopes will not be opened. Envelope No. (ii) of the bid will be opened subsequently. If relevant documents do not meet the requirements as per clause 5.9.2 (Envelope No. ii), Envelope (iii) will not be considered for further action.

If documents are considered to be acceptable by the Tender Committee of the West Bengal State Agricultural Marketing Board only then Envelope (iii) will be opened on scheduled date. Information regarding the examination, clarification, evaluation and comparison of bids, and recommendations for the award of a contract shall not be disclosed to the bidders or any other personnel officially concerned with such process until the award to the successful bidder has been announced.

#### **VI.2 Validity of Bids:**

The bid shall remain valid and open for acceptance for a period of 180 (one hundred eighty) days after the due date of submission of bid.

In exceptional circumstances, prior to the expiry of the original bid validity period, Chief Executive Officer, West Bengal State Agricultural Marketing Board may intimate the bidder(s) for specified extension in the period of validity and the responses thereto shall be made in writing or by e-mail, followed by written confirmation.

A bidder, if agreed, will neither be required nor permitted to modify their bid, but will be required to extend validity of their bid and bid security correspondingly.

No bidder shall be allowed to withdraw the bid during the interval between the last date for submission of bid and the expiry of the period of validity of bids specified in bid documents or as extended by the bidder.

#### **VI.3 Evaluation:**

- 1) On the basis of requisite documents bidder will be declared as a technically qualified.
- 2) Financial Bid of the technically qualified bidder will be opened on scheduled date and time which will be declared during declaration of technically qualified bidder.

#### **VI.4 Final Selection:**

Selection will be made on the basis of the highest quoted value received from the technically qualified bidder.

**SECTION 7**  
**STEPS TO BE FOLLOWED AFTER SELECTION**

**7.1 Notification of Award:**

Prior to the expiry of the period of bid validity or subsequent extension West Bengal State Agricultural Marketing Board will issue a Letter of Acceptance (LOA) to the successful bidder in writing.

**7.2 Contract Agreement:**

Within 07 (seven) days of the receipt of LOA, the selected bidder(s) shall enter into a Contract Agreement with West Bengal State Agricultural Marketing Board duly signed and executed on Stamp paper of appropriate value adjudicated by relevant competent authority. At the time of the execution of the Agreement, the successful bidder(s) need to submit a refundable Security Deposit as stipulated in this document along with requisite certificate as per provision of the EOI document from the appropriate Authority for running the allotted stall.

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**Annexure 1**  
**Form of Tender**

The Chief Executive Officer  
West Bengal State Agricultural Marketing Board  
729, Anandapur,  
Kolkata 700 107

Sub:- Expression of Interest (EOI) of DISTRIBUTION OF STALLS ON RENT TOWARDS SALE OF ORGANIC PRODUCE / PRODUCT AT Organic Haat, Rajarhat.

Dear Sir,

I / We refer to the EOI issued by West Bengal State Agricultural Marketing Board for setting up a DISTRIBUTION OF STALLS ON RENT TOWARDS SALE OF ORGANIC PRODUCE / PRODUCT AT Organic Haat, Rajarhat.

1. I / We do hereby offer to run the stall in conformity with conditions of contract, at the respective rates quoted.
2. I / We have satisfied ourselves of the site conditions, examined the stall, and all aspects of the Tender Document.

Subject to the above, I / we do hereby agree, if this EOI be accepted to:

- a) Abide by, perform and fulfill the terms and conditions set out in the EOI Document and the Contract Agreement to be entered upon.
- b) Commence the running the stall within 30 (thirty) days of the order in writing to commence works.
3. I / We agree that the acceptance of any tender shall be at the sole and absolute discretion of West Bengal State Agricultural Marketing Board and they do not bind themselves to accept the highest tender or any tender and may reject any or all tenders received. If above mentioned conditions are not fulfilled or are incomplete in any respect, the Tender is liable to be rejected. West Bengal State Agricultural Marketing Board, also reserves the right to accept the entire or any part of the Tender and the Tenderer shall be bound to perform, fulfill, observe and carry out the work thus required at the quoted respective item rates in accordance with the stipulated conditions of the contract.
4. I / We agree to abide by the Tender for a period of five years from the date fixed for opening the same and it shall remain binding upon at any time before the expiry of that period.

Dated this \_\_\_\_\_ day of \_\_\_\_\_,

Name :

Signature:

Designation:

Address:

TO BE SIGNED BY THE AUTHORISED SIGNATORIES OF COMPANIES UNDER ITS COMMON SEAL IN ACCORDANCE WITH ITS ARTICLES OF ASSOCIATION OR BY THEIR CONSTITUTED ATTORNEY, ALONG WITH PROOF THEREOF.

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**Annexure 2****AFFIDAVIT**

(On non judicial stamp paper of Rs. 10)

I/We, the undersigned, do hereby certify that all the information supplied is accurate, true and correct. The undersigned authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary and requested for by the Chief Executive Officer, West Bengal State Agricultural Marketing Board, to verify out Company's standing.

The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of West Bengal State Agricultural Marketing Board.

I/We understand that furnishing of false information could result in our disqualifying for the award of the contract along with forfeiture of Earnest Money depositing by me.

(Signed by an Authorized Signatory of the firm)

Title of Officers:

Name of the firm:

Date:

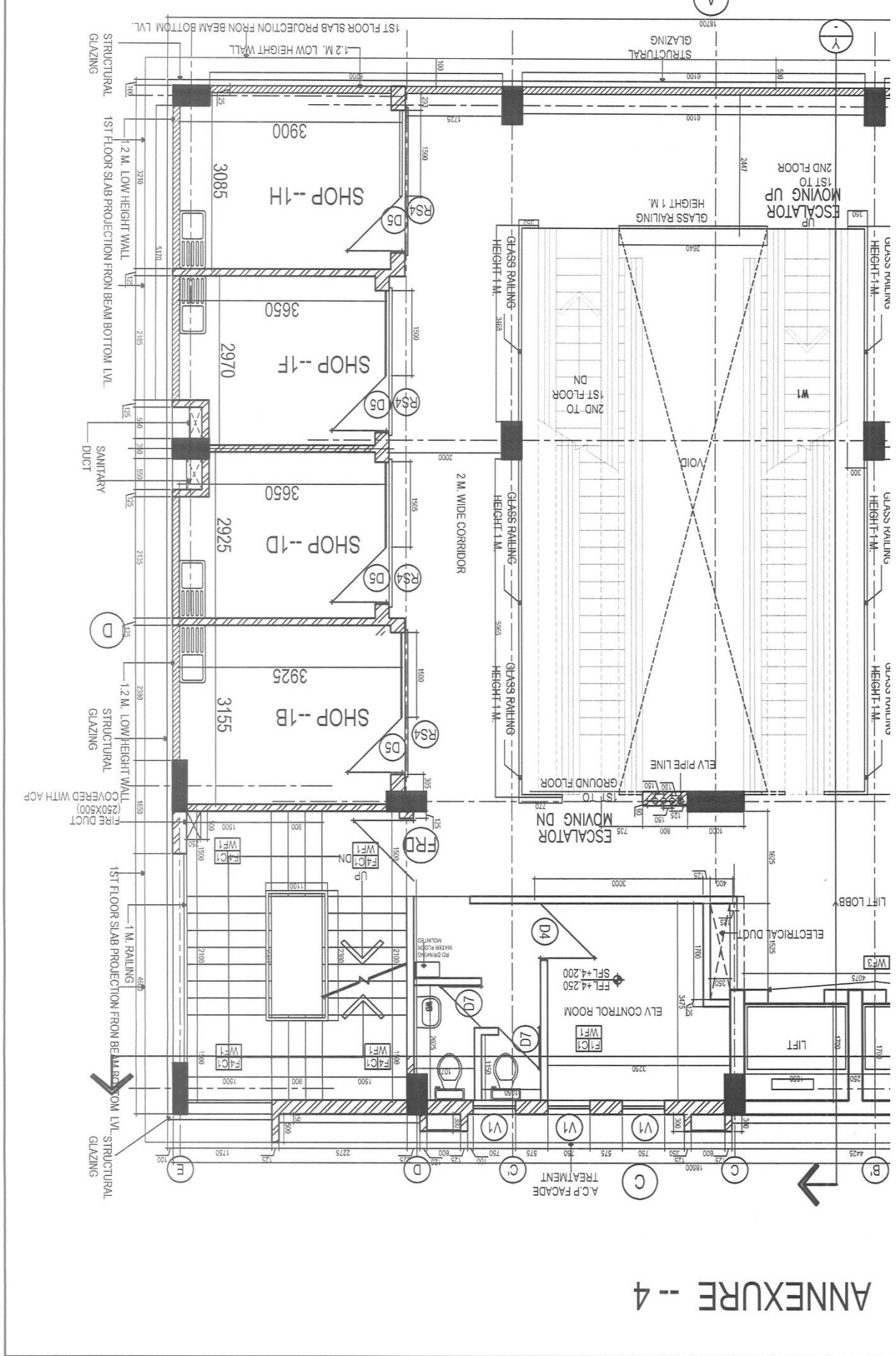
**E.O.I. No. WBSAMB/CEO/04/2022-23 Dated 15/07/2022**

**Name of the work: DISTRIBUTION OF STALLS ON RENT TOWARDS SALE OF ORGANIC PRODUCE / PRODUCT AT Organic Haat, Rajarhat, New Town.**

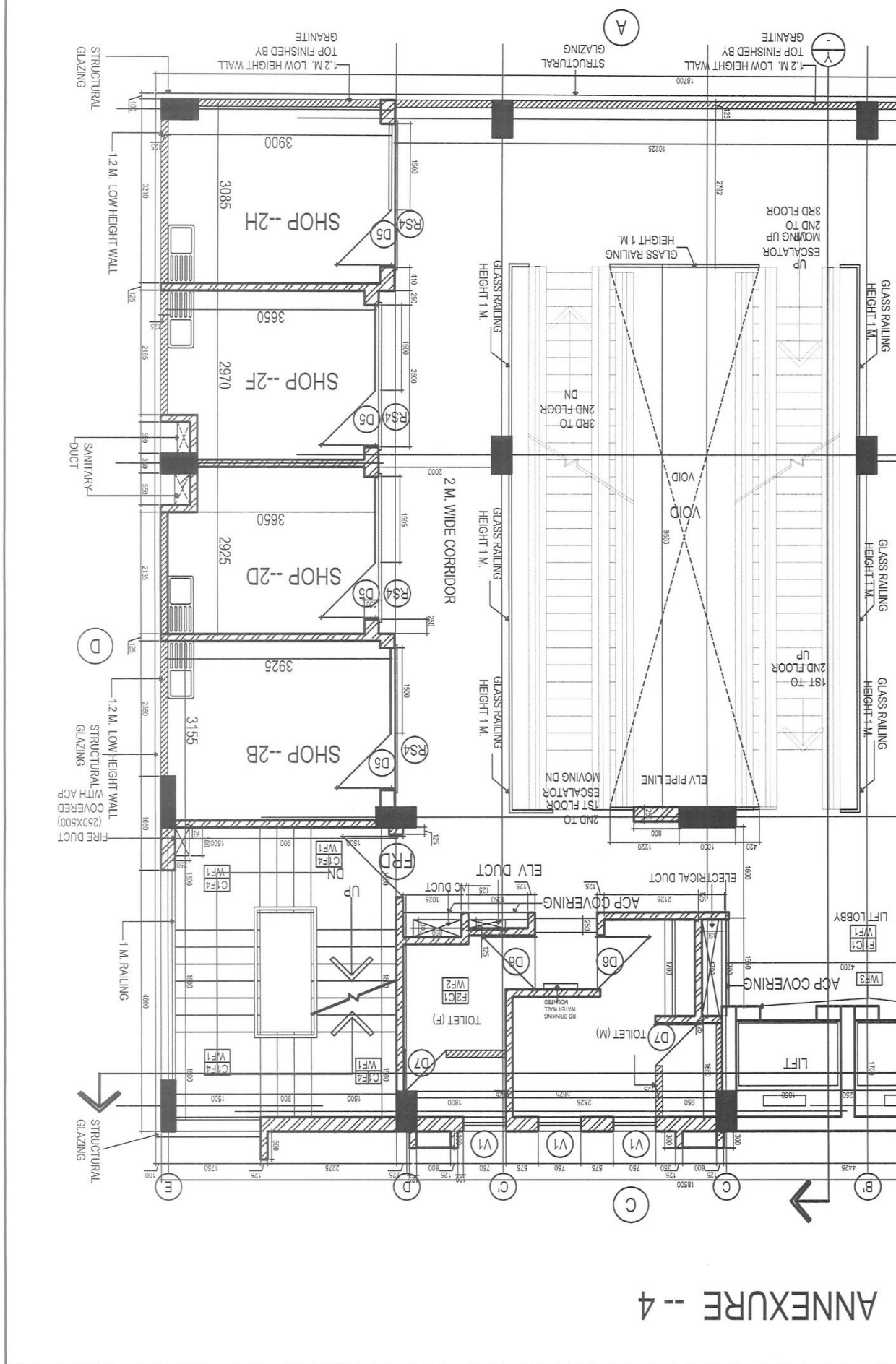
**Annexure 3****Date and Time Schedule**

<b>Sl. No</b>	<b>Particulars</b>	<b>Date</b>
<b>1.</b>	Date of Publishing of E.O.I.	<b>18/07/2022</b>
<b>2.</b>	Date of Pre-bid meeting	<b>27/08/2022</b> at 02.00 pm.
<b>3.</b>	Date of submission of EOI both (Technical & Financial Bid) to be submitted in separate envelope.	From <b>01/08/2022</b> to <b>18/08/2022</b> on any working day from 11.00 am to 04.00 pm.
<b>4.</b>	Date of publishing of Technical bidders.	<b>18/08/2022</b> at 04.30 pm.
<b>5.</b>	Date of publishing of list of Technically qualified bidders	<b>26/08/2022</b> at 02.00 pm.
<b>6.</b>	Date of publishing of Financial bidders.	Financial Bid of the technically qualified bidder will be opened on scheduled date and time which will be declared during declaration of technically qualified bidder

Sd/-  
**Chief Executive Officer**  
**West Bengal State Agricultural**  
**Marketing Board**



ANNEXURE -- 4



ANNEXURE -- 4