

**OFFICE OF THE EXECUTIVE OFFICER**  
**DIGHA SANKARPUR DEVELOPMENT AUTHORITY**  
(A Statutory Authority under Government of West Bengal)  
Digha New Township :: Purba Medinipur :: Pin - 721463

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**NOTICE INVITING TENDER/NIQ/EOI/RFP NO. : 046/DSDA/ OF 2022 – 2023**

**ONLINE E.O.I. INVITED FOR THE LICENSE OF AREA AT THE GROUND FLOOR OF NEW ADMINISTRATIVE BUILDING OF DSDA FOR USING AS DEPARTMENTAL STORE/MALL OF THE INTENDING LICENSEE AT NEW DIGHA**

Digha Sankarpur Development Authority, under the Department of Urban Development, Govt. of West Bengal, invites online EOI for the License of area at the Ground floor of New Administrative building of DSDA for using as Departmental store/Mall/Bank/Office/ Showroom/ Amusement or Adventure Sports etc.of the intending licensee at New Digha, as described in the Schedule below, from the intending applicants for specific purposes as stated therein. Any change in establishment use pattern other than those so specified will not be allowed.

**Background :**

The Digha Sankarpur Area is one of the most popular destinations in the State. The region has attracted over 1 Crore tourists' in every year and is showing a growing trend. The Government of West Bengal aims at developing Digha as a World Class Leisure and Week End Destination and is in the process of taking up several projects in the region.

**Introduction to Digha :**

Digha is West Bengal's most popular sea resort and tourist spot located south west of Calcutta. It is 187 km from Calcutta and described as the Brighton of the East. Digha has a low gradient with a shallow sand beach and gentle waves. The beach extends 7 kms in length.

The scenic beauty of this place is charming and luring. The beach is complemented with casuarinas plantations along the coast enhancing the beauty of this place. These trees apart from beautifying the sands also aid in reducing the erosion on the dunes. One can view both sunrise and sunset at Digha sea beach. The sea at Digha is calm and shallow for about a mile from the beach making it quite safe for swimming. The sunsets and sunrises reflecting off the salty waters of the Bay of Bengal are something straight off an artist's easel.

**Brief scope of work and services :**

The License of area at the Ground floor of New Administrative building of DSDA for using as Departmental store/Mall/Bank/Office/Showroom /Amusement or Adventure sports etc. of the intending licensee at New Digha will be initially for 01(one) year and may be extended upto period of 10(Ten) years subject to satisfactory performance of the licensee alongwith regular payment of license fees in advance.

**Salient Features are as under :**

1.	Location of Establishment	:	License of area at the Ground floor of New Administrative building of DSDA for using as Departmental store/Mall of the intending licensee at New Digha under DSDA in the district of Purba Medinipur.
2.	Specification & Facilities	:	The said area comprising of 4700 sq.ft.(approx) vacant space on the ground floor of the Administrative Building. The developer may use this as a Departmental Store/Mall/Bank/Office/Showroom.

3.	Amount of Earnest Money	:	Rs. 30,000/- (Rupees Thirty Thousand ) only
4	Security Money	:	30% of the licensed amount has to be deposited by the successful bidder before execution of agreement in advance.
4.	Minimum Eligibility Criteria		The applicant is required to prove his/its identity. In case of companies, trusts, Societies, relevant documents of incorporation/registration are required to be submitted.

### Schedule of Dates :

Sl. No.	Activity		Date & Time
1	Date of Issue of EOI	:	<u>13.07.2022</u>
2	Document download start date	:	13.07.2022 at 6.00 P.M.
3	Document download end date & time	:	27.07.2022 upto 3.00 P.M.
4	Pre-bid meeting in the Office Room of the Executive Officer, DSDA, Digha	:	18.07.2022 at 2.00 P.M.
5	Bid submission start date	:	18.07.2022 at 4.00 P.M.
6	Last date of online submission of <b>Technical Bid</b> and <b>Financial Bid</b> .	:	27.07.2022 at 2.00 P.M.
7	Opening of <b>Technical Bid</b> at the office of the Executive Officer, DSDA	:	29.07.2022 at 4.00 P.M.
8	Opening of <b>Financial Bid</b> at the office of the Executive Officer, DSDA	:	<u>Will be informed later.</u>
9	Validity of bid	:	365 days w.e.f the date of opening of EOI.
10	E-Tender/EOI registration and bidding	:	<p><b><u>ONLINE BIDS :</u></b>  The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below :  Agencies/Bidders who are interested in participating DSDA's e-tenders/EOI are requested to contact the representatives of <b>NIC</b> for registration, computer setting and clarification on e-tendering.  Training on e-tender/EOI can also be availed from Office of the EO, DSDA if desired by the bidder during office hours.  Online EOI can be submitted by logging in <a href="http://www.wbtenders.gov.in">www.wbtenders.gov.in</a> or through the official website of DSDA i.e. <a href="http://www.dsda.org.in">www.dsda.org.in</a></p> <p><b><u>ONLINE BID SUBMISSION :</u></b>  The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect.</p>
11	Training for submission of EOI online	:	Training on submission of Bid in online EOI or etc. will be given to the bidders on request.

12	Important Instructions	: Names of the technically qualified bidders as per the bid criteria after verification with original & evaluation will be displayed in the e-portal, this office notice board and official website. The financial bid documents of the technically qualified bidders will only be opened. List of Financial comparison chart of bidders will be published on the next day after opening. EO DSDA reserves the right to reject or cancel any or all pre-qualification documents and bid document without assigning any reason's whatsoever. The intending bidders are requested to inspect the establishment before quoting their rates.
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### Who can apply :

Any individual or any company or any private entity can apply for the EOI. But the applicant is required to prove his/its identity. In case of companies, trusts, Societies, relevant documents of incorporation/registration are required to be submitted.

### Period of License :

The license period of the said establishment will be initially for 01(one) year and may be extended upto period of 10(Ten) years subject to satisfactory performance of the licensee alongwith regular payment of license fees in advance.

### Selection Procedure :

The constituted committee of DSDA shall take up the technical evaluation on the above mentioned parameters in the respective eligibility criteria.

### Evaluation of Bids:

The Bids would be opened in the manner as stated below:

Bids would be opened in following manner :-

- i) Technical Bid.
- ii) Financial Bid.

Technical Bid shall be opened first.

The Financial Bid will be opened for those Bidders who are technically qualified.

The highest bid of the EOI shall only be considered. All other bids/offers for the above EOI shall be declared as unsuccessful.

### Fixation of Reserve Price :

There shall be a Reserve Price of Rs. 15,00,000.00(Rupees Fifteen Lakh) only per year.

### Information to the Bidders(ITB) :

#### 1. Request for EOI

Request for EOI paper is to be placed online only through the Website [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

#### 2. Submission of EOI

The EOI will be submitted in two bid system i.e. Technical bid & Financial bid.

#### 3. Online Bid submission procedure :

- i) **Registration of Contractor:** Agencies/Bidders who are interested in participating DSDA's EOI will have to be enrolled & registered with the Government e-Procurement system, through logging on to <https://www.wbtenders.gov.in> They are requested to contact to the toll free Help-line No. 1800 3070 2232 of National Informatics Centre for registration, computer setting and other clarification on e-tendering.

- ii) **Digital Signature certificate (DSC):** Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii) The contractor can search & download EOI Documents electronically from computer once he logs on to the website [www.wbtenders.gov](http://www.wbtenders.gov) in using the Digital Signature Certificate. This is the only mode of collection of EOI Documents.
- iv) **Submission of EOI :** General process of submission, EOI are to be submitted through online to the stipulated website in two folders at a time, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate(DSC). The documents are to be uploaded duly digitally Signed. The documents will get encrypted(transformed into non readable formats).

### 3.1 TECHNICAL BID

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

**(a). Statutory Cover Containing the following documents**

- i) EOI (download properly and upload the same Digitally Signed)
- ii) Bidders file (All Annexure)

**(b). Non - Statutory Cover(Mandatory Documents) :**

All the documents as given under TECHNICAL BID.

#### 3.1.1 Receiving of documents :

Relevant EOI documents must be uploaded online for participating in this EOI. If the mandatory documents are not submitted online within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below :

**Mandatory Documents :**

- i) Name and address, registration in detail of Concern / Agency with name of proprietor or partner etc.
- ii) Income Tax return of last financial year.
- iii) PAN Card;
- iv) Latest VAT return (if applicable).
- v) Average Turnover Certificate of last three years.
- vi) Audited Balance Sheet of last three financial years(authenticated by Chartered Accountant) and Annexure - B for establishing average Annual.

**Note: The EOI will be summarily rejected if any of these documents are not submitted online. Original documents shall have to be shown if required by the authority. All the above documents shall be duly authenticated / Self attested.**

#### 3.1.2 Earnest Money Deposit (EMD) :

Traditional procedure of depositing EMD through off-line instruments like Bank Draft, Pay-order, Bankers Cheque etc. has been completely dispensed with for all e-tenders/e-procurements of the State Government , w.e.f 1st September, 2016. Intending bidders desiring to make payment of earnest money (EMD) on-line, should beforehand read the instructions carefully, particularly in the challan generated by the system of e-tender/e-procurement, if opted for EMD payment through RTGS/NEFT.

**A) Login by bidder.:**

- a) A bidder desirous of taking part in a e-tender/EOI invited by a State Government shall login to the e-Procurement portal of the Government of West Bengal using his/her login ID and password using valid DSC.
- b) He/she will select the e-tender to bid and initiate payment of pre-defined EMD for that e-

tender by selecting from either of the following payments modes :

- i) Net-Banking (any of the banks listed in the ICICI Bank Payment Gateway) in case of payment through ICICI Bank Payment Gateway;
- ii) Off-line payment through bank accounts in any Bank approved by RBI in India by generating NEFT/RTGS challan from the e-tendering portal.

**B) EMD payment procedure :**

**a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway :**

- i) On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he/she will select the Bank through which he/she wants to do the EMD on-line transaction.
  - ii) Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
  - iii) Bidder will receive a confirmation message regarding success/failure of the transaction.
- iv) If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank for collection of EMD against unique codes for identification of the tendering authority.
- v) If the transaction is failure, the bidder will again try for payment by going back to the first step.

**b) Payment through RTGS/NEFT :**

- i) On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii) The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his/her own Bank account.
- iii) Once payment is made, the bank would provide an “**UTR remittance number**” for successful transaction with which the bidder will come back to the e-Procurement portal after expiry of 2 to 3 bank working days to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue with his/her bidding process.
- iv) If verification is successful, the funds get credited to the respective Pooling account of the State Government maintained with the Focal Point Branch of ICICI Bank for collection of EMD.
- v) Hereafter, the bidder will go to e-Procurement portal for final e-submission of his/her bid within pre-assigned last date of submission of e-tender.
- vi) If the payment verification is unsuccessful, the amount will be returned automatically by the system to the bidder’s account.

Note : EMD payment made through RTGS/NEFT would require additional 2 to 3 bank working days after date of transaction in the bank before the procedure is completed for enabling the bidder to continue with the bidding process in the on-line e-tender/EOI final bid submission.

Thus, the bidder is to take precaution in case of RTGS/NEFT transfers so that the entire process of submission of e-tender is completed within last date of on-line submission of his/her tender. However, Net-banking transaction through ICICI bank payment Gateway would be on real time basis.

**C) Refund/Settlement Process for EMD :**

- i) After opening of his/her bids and technical evaluation of the same by the Tender Inviting Authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bid as successful or unsuccessful which will be made available along with the details of the unsuccessful bidders to ICICI Bank by the e-Procurement portal through web services.
- ii) On receipt of the information from the e-Procurement portal, the Bank will refund through an automated process the EMD of the bidders disqualified at the technical evaluation to

the respective bidders' bank accounts from which they made the on-line EMD transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the Tender Inviting Authority.

- iii) Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the H1 and H2 bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the H2 bidder should not be rejected till the LOI process is successful.
- iv) If the H1 bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the H2 bidder will be refunded through an automated process, to his/her bank account from which he/she had made the payment transaction. Such refund will take place within T+2 Bank working days where T will mean the date on which information on Award of Contract (AOC) to the H1 bidder is uploaded to the e-Procurement portal by the Tender Inviting Authority.
  - i) As soon as the H1 bidder is awarded the contract (AOC), the same is processed electronically in the e-Procurement portal for transfer credit to Government Receipt under Public Accounts through GRIPS where under the security deposit to be collected would also be deposited in connection with the work.
- v) All refunds will be made mandatorily to the Bank account from which the payment of EMD and Tender Fees (if any) were initiated.
- vi) If the e-tender is cancelled, then the EMD would be reverted to the original bidders account automatically after such cancellation order is affected online by the Tender Inviting Authority.

### **Payments Terms :**

- 1) The Yearly License premium shall have to be deposited with DSDA within 30 days from the date of notification of the successful Bidder as stated. In the event of any change in aforesaid date, the same will be notified to the Successful Bidder(s) by e-mail.
- 2) The selected licensee shall have to make payment every year license premium to the Authority in advance. The fees shall be payable to the Executive Officer, Digha Sankarpur Development Authority & Spl. Officer, Urban Development Department, Digha, Purba Medinipur or to such officer as the Authority may in that behalf appoint.
- 3) All future taxes/ duties/ levies, etc. and expenses, if any as applicable shall be entirely paid by the Successful Bidder(s).

### **Default in Payment by the Successful Bidder :**

In case the License premium is not paid as specified above by the Successful Bidder, he shall not be allowed to take part in any of the bids which may be held by DSDA in future.

For the sake of clarity it is notified that there shall not be any extension of the last date fixed for payment as specified above. However, in case of last day, being holiday it will be extended automatically to next working day.

### **Force Majeure :**

DSDA shall not be liable for any failure or delay in performance due to any cause beyond their control including fires, floods, strikes, go-slow, lock-out, closure, dispute with staff, dislocation of normal working conditions, War, riots, epidemics, political upheavals, Governments actions, civil commotion, break down of machinery, shortage of labour acts, demand or otherwise or any other cause or conditions beyond the control of aforesaid causes or not and the existence of such cause or consequence may operate at the sole discretion of DSDA to extend the time of performance on the part of DSDA by such period as may be necessary to enable DSDA to effect performance after the

cause of delays will have ceased to exist. The provisions aforesaid shall not be limited or abrogated by any other terms of the contract whether printed or written.

### **Clarification of applications by DSDA :**

To assist in the examination, evaluation and comparison of applications, DSDA may, at its own discretion ask the company / firm for the clarification of its application.

The request for the clarification and the response shall be in writing. **However, no post application clarification at the initiative of the company / firm shall be entertained.**

### **Amendments in documents :**

- i) At any time, prior to the date of submission of Applications, DSDA may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective companies / Agency/Concern(s), modify application documents by amendments.
- ii) The amendments shall be notified in [www.wbtenders.gov.in](http://www.wbtenders.gov.in) and in DSDA's website and these amendments will be binding on the Companies/Concern(s)/Individual(s).
- iii) In order to afford prospective firms / companies etc. a reasonable time to take the amendment into account in preparing their applications, DSDA may, at its discretion, extend the deadline for the submission of applications suitably.
- iv) EOI conditions may be modified after discussion and uploaded on [www.wbtenders.gov.in](http://www.wbtenders.gov.in) or in DSDA's web-site. The modifications will be deemed to be part of the original conditions.

### **Eligibility of Bidder & General Terms and Conditions :**

- The General Condition shall apply in contracts made by the DSDA for license of area at the Ground floor of New Administrative building of DSDA for using as Departmental store/Mall of the intending licensee at New Digha under DSDA to the appointed Agency/Individual/Concern.
- The license of area at the Ground floor(comprising of 4700 sq. ft. area approx) of New Administrative building of DSDA of the intending licensee at New Digha should be used only for the exclusive purpose of departmental store/Mall and not for other purposes.
- The offerer shall have to quote clearly the amount he likes to pay per year for the license in Financial Bid(BOQ).
- The licensee will keep the premises and its surrounds in neat, clean, sanitary and good condition and also free from all kinds of nuisance at his own expenses.
- The licensee will follow the general guidelines as may be suggested by the Executive Officer, DSDA for the convenience of the tourists etc.
- The licensee shall not allow to alterations or additions to the premises concerned.
- The license is purely temporary and will not create any right or permanent right.
- The licensee will have to make own arrangement for electricity alongwith electrical fitting, fixing and pay charges for consumption of the same in the demised premises including rent of meter.
- The licensee shall have to bear, pay and discharge all existing and future rates, taxes,assessments duties impositions and outgoings whatsoever if any payable or assessed in respect of the said building being the Licensed premises.
- The licensee shall not have the right to assign, transfer charges or sublet the premises in respect of which this leave and license is granted.
- The successful bidder whose offer may be accepted will have to execute an agreement embodying the terms and conditions of the license in the form approved by the Authority within 15(Fifteen) days from the date of intimation of the selection.
- The date of commencement of this license will be the date of this agreement and this agreement will continue only for 10(Ten) years unless terminated earlier.
- The licensee shall make his own arrangement for necessary furniture and others for running the said establishment.

- After expiry of license period the selected agency/concern/individual may take away all the furniture which he/she provided only.
- The Authority reserves the right to reject any or all of the offers received without assigning any reason whatsoever.
- The Authority shall be entitled to terminate license if the services of the licensee be found unsatisfactory on giving one month's notice to the licensee.
- The licensee shall not allow any unlawful activities in the demised/ licensed premises.
- The licensee shall at his own costs do all such petty repairs of Civil, Electrical and plumbing etc. as may be necessary after obtaining written permission from the Executive Officer, Digha Sankarpur Development Authority in the demised premises.
- A Complaint book shall be maintained by the licensee and presented to the Executive Officer, Digha Sankarpur Development Authority once in a month for checking the remarks of the tourists/visitors.
- The waste materials so generated for running of the said business will be handled by the Agency/Concerns as per guidance of the DSDA. No waste materials should be allowed to decompose or disposed off inside the building complex for maintaining ecological balance and no littering will be allowed under any circumstances.
- The selected Agency/Individual/Concern shall have to take building insurance for fire safety.
- If the Agency/Concern does not vacate the said premises after the expiry of the license period or after one month of notice period for termination of agreement, the DSDA will charge a penalty against the said Agency/Concern.
- If the Agency/Concern committing any violation of the terms and conditions, the DSDA would be at liberty to terminate the agreement by giving one month's written notice to the Agency/Concern.
- Complete hygiene and Cleanliness has to be maintained in the licensed premises. Any litter thrown anywhere in the complex area due to the activities of the Agency/Concern has to be cleared/collected by the Agency/Concern only.
- The said Unit may be decorated by the selected agencies in his own cost if desired after obtaining written permission from the Executive Officer, DSDA.
- All the furniture shall be provided by the selected Agency/Concern/Individual only.
- Inspection of the licensed premises shall be conducted by a team of experts/officials appointed by DSDA on first of every month. All damages/breakages etc. noticed by this team will be set right by Concern/Agency by tenth of that month failing which DSDA will carry out repairs/renovation works and debit the cost to Concern/Agency.
- Use of plastics is completely banned in the said premises.
- Selling of alcohol, tobacco products is completely banned in the premises.
- The Agency/Concern shall ensure that staff engaged for the purpose is well trained, polite and free from communicable diseases. The staff should be well dressed in a uniform whose design shall have the prior approval of the DSDA or its authorized representative(s). Each employee shall wear a photo identity card provided by the Agency/Concern.
- 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 license of the Establishment concerned. DSDA will have no liabilities whatsoever with regard to such statutory compliances and payments.
- The appointed Agency / Concern shall abide by all relevant rules and regulations of the Authority as issued from time to time and must obtain all licenses, consents and permits, as may be required for running the business from time to time. The Agency / Concern shall be responsible for adhering to the norms of Environmental regulations. The Agency / Concern shall keep DSDA duly informed about any change in the status of the Agency / Concern.
- The Bid must be submitted online within stipulated date & time mentioned above.



- The name of the Successful Bidder(s) would be declared through Website. In the event of any change in aforesaid date, the same will be notified to the bidders through website. DSDA reserves the right to reject any or all of the Bids without assigning any reasons thereof and the decision of DSDA would be final and binding on the Bidders.
- The DSDA reserves the right to cancel the EOI for non receipt of reasonable rates from the Bidders.
- The Agencies is required to visit the Establishment and discuss the matter with the authorized personnel to get acquainted about the Establishment before submission of offer. The prospective bidders may attend the Pre-Bid meeting on 18.07.2022 at 2.00 P.M. to discuss clauses in the EOI document. The venue for such pre-bid meeting will be held in the Office of the Executive Officer, Digha Sankarpur Development Authority.
- The bidder shall furnish documentary evidence that he has the financial, technical and operational capability necessary to perform the business.
- This bidder will be technically sound eligible to participant in the financial bid opening. The financial bid of the bidders whose proposal will be rejected after opening of technical bid will not be open. The technical bid will be open first. Only those bidders whose technical bids are found suitable to be allowed to participate in Financial Bid. The financial offer of the bidder who are found unsuccessful in the technical bid will not be allowed to participate in the financial bid and their financial offer will stands rejected and will not be considered.

**Right to accept any application and to reject any or all applications :**

DSDA reserves the right to accept or reject any application at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected Agencies/Concerns / companies on the grounds of DSDA's action.

The Change of dates and any other amendment in this regard shall be informed on website of DSDA i.e. [www.dsda.org.in](http://www.dsda.org.in) and [www.wbtenders.gov.in](http://www.wbtenders.gov.in)



*Executive Officer*  
**Digha Sankarpur Development Authority**  
 & Spl. Officer, U.D.&M.A. Deptt.

**Dated : 13.07.2022**

**Memo No.: 599/DSDA/2022-23**

Copy forwarded for information to:

1. Chairman, Digha Sankarpur Development Authority
2. The District Magistrate, Purba Medinipur.
3. The M.L.A., - Ramnagar, L.A.C
4. The Sub-Divisional Officer, Contai, Purba Medinipur.
5. The Block Development Officer, **Ramnagar-I & II** & Executive Officer, **Ramnagar - I & II** Panchayet Samity.
6. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
7. Reception / Notice Board.



*Executive Officer*  
**Digha Sankarpur Development Authority**  
 & Spl. Officer, U.D.&M.A. Deptt.

**Letter of Bid and Intent**

(Letter head of the Bidder including full Postal Address, Telephone No., FaxNo.and EmailID)

Date:-

To

Executive Officer,  
Digha Sankarpur Development Authority,  
Digha , Purba Medinipur,  
Pin- 721428

**Subject :** “Application for selection of Agency/Individual/Concern for license of area at the Ground floor of New Administrative building of DSDA for using as Departmental store/Mall of the intending licensee at New Digha”.

Sir,

1. Being duly authorized to represent and act for and on behalf of \_\_\_\_\_ (herein the Bidder), and having studied and fully understood all the information provided in the instant Document, I, ....., the undersigned hereby apply as a Bidder for the selection of agency for license of area at the Ground floor of New Administrative building of DSDA for using as Departmental store/Mall of the intending licensee at New Digha according to the terms and conditions of the offer made by DSDA.
2. It is hereby declared that the turnover details of the applicant’s organization during the last 3 financial years ending on 31.03.2016 are as follows:

Year	Turnover (Rupees in Crores)
2019-2020	
2020-2021	
2021-2022	

Certificate from the Chartered Accountant in this regard is enclosed herewith.

3. DSDA is hereby authorized to conduct any inquiries/ investigation to verify the statements, documents and information submitted in connection with the Bid.
4. DSDA and its authorized representatives may contact the following persons for Name of the Person/s: Address, Phone No, Fax No. :

5. This Bid is made with full understanding that:

- a) DSDA reserves the right to reject or accept any Bid, modify/ cancel the bidding process, and/or reject all or any of the Bids.
- b) DSDA shall not be liable for any of the above actions and shall be under no obligation to inform the Bidder of the same.
- c) In case our offer is accepted and if we fail to pay the amount in the manner specified by DSDA, the amount of Earnest Money and any further installments paid by us under this offer shall stand absolutely forfeited by DSDA

6. I, the undersigned do hereby declare that the statements made, and the information provided in the duly completed Bid forms enclosed are complete, true and correct in every aspect.

7. We have read the terms and conditions of the offer detailed in the EOI Notice and are willing to abide by them unconditionally.

8. The offer made by us is valid for 365 days from the Bid Submission Date. We understand that DSDA may require us to extend the validity of the bid for such period as may be determined by DSDA at its discretion.

Name

For and on behalf of

\_\_\_\_\_

(Name of Bidder)

## **Bid Details**

### **1. Particulars of the Bidder:**

- a. Name:
- b. Country of Incorporation/Nationality (as applicable):
- c. Address of the corporate headquarters and its branch office(s), if any, in India (as applicable):
- d. Date of incorporation and/or commencement of business (as applicable):
- e. In case of companies the following documents are to be provided:
  - i. Latest audited Balance Sheet:
  - ii. Certificate of net-worth:
  - iii. Copy of Permanent Account Number:

### **2. Details of Authorised Signatory of the Bidder:**

- a. Name:
- b. Designation (as applicable):
- c. Address:
- d. Telephone No. / Fax no:
- e. Email Address:

### **3. Turnover Details**

Year	Turnover (Rupees in Crores)
2019-2020	
2020-2021	
2021-2022	

We hereby declare that the information stated hereinabove is complete and correct and any error or omission therein, accidental or otherwise, will be sufficient justification for DSDA to reject our Bid and/or to cancel the award of lease.

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Signature of the Bidder

Full Name

Designation (as applicable)

Name of the Company (as applicable) Address

Date

**FORMAT FOR POWER OF ATTORNEY FOR SIGNING BID**

(On a Stamp Paper of relevant value)

**POWER OF ATTORNEY**

Know all men by these presents, that we.....  
(Name and address of the registered office) do hereby constitute, appoint and authorize  
Mr./Ms.....  
.....(Name and address of residence) who is presently employed with us  
and holding the position of .....as our attorney, to do in our name  
and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our  
Bid for the taking the license of area at the Ground floor of New Administrative building of DSDA  
for using as Departmental store/Mall of the intending licensee at New Digha, including signing  
and submission of all documents and providing information / responses to DSDA, representing us  
in all matters before DSDA, and generally dealing with DSDA in all matters in connection with our  
Bid.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to  
this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and  
shall always be deemed to have been done by us.

(Signature) (I Accept

..... (Signature)  
(Name Title and Address of the Attorney)

## **Annexure D: Format for Affidavit**

(Affidavit should be executed on a Non Judicial stamp paper of Rs 100/- or such equivalent document duly attested by Notary Public)

- 1) I , \_\_\_\_\_ the undersigned, do hereby certify that all the statements made in the EOI document are true and correct.
- 2) The undersigned also hereby certifies that neither our firm M/s..... nor any of its directors / constituent partners have abandoned any work in India and / abroad nor any contract awarded to us for such works have been terminated for reasons attributed to us, during last five years prior to the date of this application nor have been barred by any agency of GoI or GoWB from participating in any projects.
- 3) The undersigned hereby authorize(s) and request(s) any bank, person, firm or corporation to furnish pertinent information deemed necessary as requested by DSDA to verify this statement or regarding my (our) competence and general reputation.
- 4) The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the DSDA Signed by an authorized officer of the firm Designation of officer with seal.

Date