



Memo No WBTPO/BBMP/487/1

Date: 5/12/2025

## EXPRESSION OF INTEREST (EOI)

### FOR RENTING OUT SPACE FOR FOOD KIOSKS AT BISWA BANGLA MELA PRANGAN (BBMP), KOLKATA

West Bengal Trade Promotion Organisation (WBTPO), a subsidiary of West Bengal Industrial Development Corporation (WBIDC) and an enterprise under the Industry, Commerce & Enterprises Department, Government of West Bengal, invites **Expression of Interest (EOI)** from eligible, reputed, and resourceful agencies for:

#### 1. Renting and operating 3 (three) Food Kiosks

at **Biswa Bangla Mela Prangan (BBMP)**, Kolkata, subject to issuance of license by the Competent Authority.

Applicants are advised to read the **Terms & Conditions** carefully and particularly review all mandatory eligibility requirements. Interested parties must send an email with their proposal of interest and agency details to:

**✉ bbmp@wbidc.com**

The detailed EOI document is available at: [www.biswabanglamelaprangan.com](http://www.biswabanglamelaprangan.com)

WBTPO reserves the right to accept or reject any or all offers at its sole discretion without assigning any reason whatsoever.

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### SCHEDULE OF DATES

Sl. No.	Activity	Date & Time
1	EOI Publish Date	5.12.2025
2	Last Date for Pre Bid Queries	9.12.2025
2	EOI Submission Start Date	10.12.2025
3	EOI Submission End Date	17.12.2025
4	Technical Presentation	19.12.2025

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### 1. OFFER DETAILS

WBTPO invites offers from eligible agencies for:

#### A. Renting and Operating Food Kiosks

**Base License Fee: 784 sqft @ ₹15 per sq. ft. =₹ 11,760.00 (per month)**

All allotments are subject to issuance of license by the Competent Authority.

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### 2. TERMS & CONDITIONS

- a) EOI is invited for renting space for food kiosks; WBTPO reserves full rights to cancel the EOI any time before signing of the agreement without compensation.
- b) This EOI shall be governed strictly by the Terms & Conditions contained herein.
- c) Selected agencies must execute an **5 years** agreement within 15 days of issuance of LOA.
- d) The contact will be renewed annually @ 3% for a total of 5 years.

- e) Further to the expiry of 5 years, contract may be renewed if mutually agreed another 5 years, as deemed fit by WBTPO
- f) Selection will be based on cumulative marks as described in Clause 8.
- g) Timeline references shall be as per IST (Indian Standard Time).
- h) WBTPO reserves the right to accept/reject any bid without assigning reason.
- i) Agencies blacklisted or previously defaulting in payment or whose agreements were cancelled by WBTPO are **not eligible**.
- j) Fire safety measures must be arranged by the agency.
- k) Waste disposal must adhere to KMC norms. No littering permitted; penalties apply.
- l) Food quality must be maintained; inspection may be carried out by WBTPO.
- m) Agencies must comply with all directions issued by WBTPO.
- n) All materials, supplies, and manpower must be arranged by the agency at its own cost.
- o) Staff must maintain hygiene, wear uniform and ID cards approved by WBTPO.
- p) The agency is solely responsible for compliance with all statutory laws and employee-related obligations.
- q) WBTPO reserves the right to cancel any offer without liability.
- r) License fee is payable **monthly**, from the date of possession or agreement, whichever is earlier.
- s) Bidders must inspect the site before submission; no claim will be entertained later.
- t) WBTPO may terminate the agreement for irregularity, non-performance, suppression of facts, or non-payment, with **1 month's written notice**.
- u) Internal cleaning and maintenance costs will be borne by the agency.
- v) Electricity charges are **not included in the rent**. It will be charged on actuals.
- w) GST @ **18%** is applicable on rent.
- x) Hygiene standards must be maintained at all times.
- y) Proposal must be submitted with all relevant documents.

### 3. SCHEDULE OF PROPERTY

#### A. FOOD KIOSKS:

Stall No.	Location	Dimensions (L × W)	Area
<b>Food Stall No. 1</b>	Near Gate No. 7	14'8" × 14'	<b>205 sq. ft.</b>
<b>Food Stall No. 2</b>	Left of Gate No. 2 (Outside)	19'7" × 15'	<b>293 sq. ft.</b>
<b>Food Stall No. 3</b>	Right of Gate No. 2 (Outside)	19'5" × 14'9"	<b>286 sq. ft.</b>

### 4. MONTHLY RENT

- **Base License Fee:** ₹11,760.00 (on monthly basis)
- Bidders must quote **percentage (%) above base rate**.
- Highest bidder (H1) having highest combined score (CS) will be selected.

### 5. EARNEST MONEY DEPOSIT (EMD)

All bidders must deposit: **₹50,000/- (Rupees fifty Thousand)** in the form of **Demand Draft in favour of WBTPO**, payable at Kolkata.

### 6. Hygiene, Safety, and Quality Standards

- All food and beverage operations must comply with **FSSAI and municipal hygiene norms**.

- The operator shall ensure **cleanliness, pest control, and waste segregation** as per Solid Waste Management Rules.
- Staff shall be **uniformed, medically fit, and trained in hygiene practices**.
- Fire extinguishers and emergency safety measures must be installed and maintained regularly.

## 7. Proposal Evaluation:

- The Technical Proposal will be opened and after appraisal the technically qualified bidder will be screened.
- The date of opening of Financial Proposal will be informed to the technically qualified bidders only.
- The Part I Submission of the Proposal would first be checked for responsiveness with the requirements of the EOI.
- In case the Proposal is found to be responsive, the Technical Proposal would be evaluated (Stage II Evaluation).
- WBIDC reserves the right to reject the Proposal of a Bidder without opening the Part II Submission if, in its opinion, the contents of Part I Submission are not substantially responsive with the requirements of this EOI.

## 8. Selection:

The evaluation of the proposal will be completed in 2 steps-

- Step-1 Technical Proposal
- Step 2- Financial Proposal

Evaluation of the bids will be based on **Quality cum Cost Based Selection (QCBS)** mode with weightage of **70% and 30%** for technical proposal and financial proposal respectively.

### **8.1 Step-1 – Technical Proposal**

#### **Technical Evaluation Process:**

Sl No.	Parameters	Maximum Marks
i	The bidder should have registered office at Kolkata.	5
ii	Minimum annual revenue (Last 3 FYs) 50–100 lakhs = 10 ₹100 lakhs – ₹5 crore = 20 Above ₹5 crore = 30	30
iii	Operational Experience in Cafeteria / Restaurant / Food & Beverage establishment Upto 5 years experience = 10 More than 5 years = 20	20
iv	Experience in Cafeteria / Restaurant / Food & Beverage establishment One project = 5 Two projects = 10 More than two projects = 15 Relevant document to be submitted	15
v	Technical Presentation (Concept Plan & Design Proposal, Menu, Previous Work Experience) -30 marks	30
<b>Total Marks =</b>		<b>100</b>

### **8.2 Step 2 – Financial Proposal**

The financial bids of shortlisted bidder's scoring at least 70% marks in the technical proposal (Bidders those score minimum **70%** marks in the technical proposal will be considered for financial proposal opening).

**8.3 Technical Score:** The total score obtained by the bidder as per the technical proposal shall be the technical score (Ts)



of the bidders.

**Ts= (Score of Bidder/ Highest Score) X 100**

**8.4 Financial Score:** The financial bid of the bidder would be opened after evaluation of technical bid. The lowest financial proposal will be given a financial score (Fs) of 30 points. The financial scores of other proposals will be computed as follows:

**“Fs=(Lowest Bid/ Bid Value) X 100”**

#### **8.5 Combined and Final Evaluation:**

Combined score shall be calculated based on Technical and financial scores of the Bidder as per QCBS system. Proposals will finally be ranked according to their combined Score (CS) calculated based on technical (Ts) and financial (Fs) scores as follows:

**“C.S. = 0.7 x Ts + 0.3 x Fs”**

#### **Selection of bidder:**

The bidder securing the highest combined score would be the selected bidder. The Second and third Ranked Agency shall be kept in reserve and may be invited for negotiations in case the first ranked bidder withdraws or fails to comply with the requirements specified in the EOI document.

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## 9. Submission Procedure

### **A. Email Submission (Mandatory)**

Send scanned copies of:

- EMD Draft
- Qualification Documents

to: **bbmp@wbidc.com**

### **B. Hard Copy Submission**

Within **7 days** of the last date of application submission, bidders must submit:

- Original EMD
- Printed application form
- Copies of PAN, Trade License, FSSAI, GST Registration, P-Tax Certificate, ITR

to:

**Administrative Officer (AO)**  
WBTPO, 23 Camac Street, Kolkata – 700017  
✉ **bbmp@wbidc.com**

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## 10. ELIGIBILITY CONDITIONS

Sl. No	Eligibility Criteria	Documents Required
1	Bidder may be Company/Partnership/Proprietorship; must be a single entity; must be solvent.	Business registration documents
2	<b>Minimum 3 years' experience</b> in operating a cafeteria, restaurant, or food & beverage establishment	Certificate
3	Not expelled or barred by any Govt. authority in last 5 years.	Self-declaration on Non-Judicial Stamp Paper
4	Mandatory documents: PAN, GST, Trade License, ITR, FSSAI License, P-Tax	Valid copies



Sl. No	Eligibility Criteria	Documents Required
	Clearance, last FY certificate.	

## 11. SITE INSPECTION

Applicants must visit and inspect the site at their own cost before applying.

## 12. FORFEITURE OF EMD

EMD will be forfeited if:

- Documents submitted are false, or
- Successful applicant refuses to accept offer/possession

Such agencies may be barred from future WBTPO tenders.

## 13. PAYMENT SCHEDULE

License rent must be paid **within 10 days** of issuance of rental invoice.

## 14. OBSERVANCE OF ACTS, RULES & REGULATIONS

All successful agencies must comply with all Acts, Rules, and Regulations of the Government of West Bengal and concerned authorities.

## 15. Disputes

In case of any dispute which may not be settled amicably between the agency and WBTPO, the matter may be referred to the CEO, WBTPO whose opinion shall be prevailed as final and binding on all the parties and shall be subject to Kolkata jurisdiction only. This clause is applicable only after successful execution of agreement.

By Order  
CEO, WBTPO