

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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EOI/RFP NO. : 135/DSDA/ OF 2023 – 2024

SELECTION OF LICENSEE FOR OPERATION AND MAINTENANCE OF “SAIKATABAS” TOURIST ESTABLISHMENT INCLUDING ITS CATERING UNIT, CONFERENCE HALL ETC. AT DIGHA UNDER DSDA LOCATED AT OLD DIGHA

Digha Sankarpur Development Authority, under the Department of Urban Development & Municipal Affairs, Govt. of West Bengal, invites Bids from reputed, experienced and competent Operators having minimum experience of operating star category of hotels for at least 1 year for the purpose of operation and maintenance of “SAIKATABAS” Tourist Establishment including its Catering Unit, Conference Hall etc. at Digha under DSDA located at Old Digha as described in the Schedule below.

Background :

The Digha Sankarpur Area is one of the most popular destinations in the State. The scenic beauty of this place is charming and luring. The region has attracted over 70 thousand tourists per day 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.

It was commissioned in the year 1965 by the then Digha Development Scheme. It is the best & lucrative accommodation not only at Digha but in West Bengal. It is the most prestigious accommodation at Digha and its importance will continue to remain in future because of its location, airy, spacious with attached bath facilities and in particular for its advantage of viewing the sea from all of its rooms. This establishment has been upgraded with TV/A.C./Bar-cum-restaurant/Swimming pool etc. facilities and modernized by providing all sorts of required amenities.

Salient Features and services are as under :

1.	Scope of service	:	Selection of Licensee for operation and maintenance of “SAIKATABAS” Tourist Establishment including its Catering Unit, Conference Hall etc. at Digha under DSDA located at Old Digha
2.	Location of Establishment	:	SAIKATABAS Tourist Establishment including its Catering Unit, Conference Hall at Old Digha in the district of Purba Medinipur.
3	Facilities	:	Attached bath facilities and in particular for its advantage of viewing the sea from all of its rooms. This establishment has been upgraded with TV/A.C./Bar-cum-restaurant/Swimming pool etc. facilities and modernized by providing all sorts of required amenities.

4.	Details of the Rooms, Catering Unit & Conference Hall proposed to be given on license basis.	<p>Ground Floor : Double Bedded Room : 13 Nos. Double Room(Suite) : 03 Nos. Three Bedded Room : 01 No.</p> <p>First Floor : Double Room(Suite) : 02 Nos. Double Bedded Room : 20 Nos. Three Bedded Room : 01 No.</p> <p>Catering Unit : 01(One) Dining Hall, Kitchen Unit, Store-cum-Managers room.</p> <p>Conference hall : 01 No. Swimming Pool : 01 No. Bar-cum-restaurant : 01 No.</p> <p>Among the aforesaid rooms 04(Four) nos. of rooms i.e. Room Nos. (12A, 11A, 10A & 9A) on the 1st floor of the said establishment shall be under the possession of DSDA which will not be included in the proposed license. Those rooms shall be used by the V.I.Ps of the Govt. & this Authority.</p>
5.	Amount of Earnest Money	Rs. 5,00,000/- (Rupees Five lakh) only
6.	Amount of Security Money	Security money shall be deposited by the successful bidder @ 50% of the minimum reserve price i.e. Rs. 50 Lakhs.
7	Minimum Eligibility Criteria	<p>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.</p> <ul style="list-style-type: none"> ➤ The applicant should have financial capability maintaining the Net worth of Rs. 2.00 crore in the minimum on the date of application & should be certified by any Registered Chartered Accountant. ➤ In case of joint venture the Net worth amount of the lead partner should only be considered. ➤ The applicant should have experience of operation and maintenance of hotel business within Purba Medinipur District minimum 1 year during last 05(five) years turnover of which is not less than 1(One) crore per year (The Bidders should upload the valid papers regarding turnover of the hotel Business). ➤ All mandatory documents.
8	Period of license	License will initially be for a period of 01(One) year which may be renewed upto 10(Ten) years subject to satisfactory performance of the licensee alongwith regular payment of license premium in advance and also due approval of the DSDA's Board.

Schedule of Dates :

Sl.	Activity	Date & Time
1	Date of Issue	: <u>08.03.2024</u>
2	Document download start date	: 08.03.2024 at 6.00 P.M.
3	Document download end date & time	: 30.03.2024 upto 3.00 P.M.
4	Pre-bid meeting in the Office Room of the Executive Officer, DSDA, Digha	14.03.2024 at 2.00 P.M.
5	Bid submission start date	14.03.2024 at 4.00 P.M.
6	Last date of online submission of Technical Bid and Financial Bid .	: 30.03.2024 upto 3.00 P.M.
7	Opening of Technical Bid at the office of the Executive Officer, DSDA	: <u>01.04.2024</u> at 3.00 P.M.
8	Opening of Financial Bid at the office of the Executive Officer, DSDA	: <u>Will be informed later.</u>
9	Validity of bid	: 180 days w.e.f the date of opening of RFP.
10	E-Tender/NIQ/EOI/RFP registration and bidding	: <u>ONLINE BIDS :</u> The bidders interested to submit the bid Online shall get registered and get a digital signature as per the procedure described below : <ul style="list-style-type: none"> • Agencies/Bidders who are interested in participating DSDA's e-tenders/EOI are requested to contact the representatives of NIC 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 www.wbtenders.gov.in or through the official website of DSDA i.e. www.dsda.org.in <u>ONLINE BID SUBMISSION :</u> The Bidders are required to submit the Technical and Financial Bid documents ONLINE i.e. uploading of the documents complete in all respect.
11	Training for submission of RFP online	: Training on submission of Bid in online EOI or etc. will be given to the bidders on request.

12	Important Instructions	: <ul style="list-style-type: none"> • 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 :

An individual or any company or any private entity can apply for the RFP. But the applicant must have the following qualifying criteria :-

- The applicant should have financial capability maintaining the Net worth of Rs. 2.00 crore in the minimum on the date of application & should be certified by any Registered Chartered Accountant.
- In case of joint venture the Net worth amount of the lead partner should only be considered.
- The applicant should have experience of operation and maintenance of hotel business within Purba Medinipur District minimum 1 year during last 05(five) years turnover of which is not less than 1(One) crore per year (The Bidders should upload the valid papers regarding turnover of the hotel Business).
- All mandatory documents mentioned below.

Period of License :

The license period of the Establishment will initially be for a period of 01(One) year which may be renewed upto 10(Ten) years subject to satisfactory performance of the licensee alongwith regular payment of license premium and also due approval of the DSDA's Board.

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.

Those bidders will be technically sound eligible to participate 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 is found unsuccessful in the technical bid will not be allowed to participate in the financial bid and their financial offer will stand rejected and will not be considered.

Among those whose financial bids are opened, the bidder offering the highest percentage of yearly turnover of revenue of that business will be awarded the Contract. The Bidder should pay the license premium on the basis of sharing of revenue of turnover of the said business along with the reserve price mentioned in the RFP.

DSDA would carry out the evaluation of the Bids as regards fulfillment of all the eligibility conditions and submission of documents and declare the Successful Bidder(s) by In the event of any change in aforesaid date, the same will be notified to the bidders by email.

Incomplete Bids submitted with qualifying conditions or with conditions at variance with the Terms and Conditions of this notice will be liable to be rejected.

Fixation of Reserve Price :

There shall be a minimum Reserve Price of Rs. 1.00 Crore (Rupees One Crore) only per year. The bidder should quote the percentage of yearly turnover of revenue(not less than 30%) of that business which he/she likes to pay DSDA beyond reserve price i.e. Bidder should pay both the amount i.e. percentage of yearly turnover revenue which he/she offered along with minimum reserve price mentioned above.

Information to the Bidders(ITB) :

1. Request for RFP

Request for RFP paper is to be placed online only through the Website www.wbtenders.gov.in

2. Submission of RFP

The RFP 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 Class-III DSC.

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 RFP Documents electronically from computer once he logs on to the website www.wbtenders.gov in using the Digital Signature Certificate. This is the only mode of collection of RFP Documents.

iv) **Submission of RFP** : General process of submission, RFP 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) RFP (download properly and upload the same Digitally Signed)
- ii) Bidders file (All Annexure & Forms etc.)

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

All the documents as given under TECHNICAL BID.

3.1.1 Receiving of documents :

Relevant RFP documents must be uploaded online for participating in this RFP. 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 :

- 1) Name and address, registration in detail of Concern / Agency with name of proprietor or partner etc.
- 2) Photo Identity Proof.
- 3) Aadhaar Card, PAN Card.
- 4) I.T. Return of last 03(three) Financial year.
- 5) Net worth amount to minimum Rs. 2.00 Crore as on 31.03.2023 should be submitted certified by Chartered Accountant.
- 6) Trade license.
- 7) P. Tax Certificate.
- 8) Latest P. Tax Return.
- 9) GST Certificate, Latest GST return.
- 10) Experienced Certificate in form of Completion Certificate(s).
- 11) Certificate of Incorporation if any.
- 12) Labour License/EPF and ESI from competent Authority.
- 13) Name(s) of banker/Bankers with detailed address(s).
- 14) Bank Solvency Certificate, minimum value Rs. 2,00,00,000/- (Rupees Two Crore only) or above and date of which shall not be more than 6 (six) months before the publication date of the e-RFP.

- 15) Bidder should have 03 years experience to organize any kind event, run fooding & lodging business from any Govt. Department/P.S.U./Local Body etc., certificate of which to be submitted.
- 16) Bidder should have minimum 05 years experience to sell excise goods certificate of licensed is to be submitted
- 17) The personnel to be provided by agency for maintenance of electrical equipments shall possess requisite valid supervisory certificate (SCC Part no 1,2,4, 6A, 7A, 9, 10, 11) and valid appointment documents of supervisor of which the EIC may ask for verification at any time during the period of contract. Declaration of appointment shall be uploaded (Agreement allowed).
- 18) Experience of Civil works in any Govt./Semi-Govt. Deptt. For maintenance the establishment(Valid documents to be submitted)
- 19) Electrical Contractor License (Agreement allowed) for maintenance of electric equipments.
- 20) All Form & Annexure.
- 21) Average Turnover for three years of the hotel Business which is not less than 1 Crore per year within last 05(Five) years.
- 22) Audited Balance Sheet along with Profit and Loss accounts of last three financial years(**authenticated by Chartered Accountant mentioning UDIN number**) and Certificate of **Net Worth** on the date of application and **Annexure - B** for establishing average Annual Turnover in contractual business.

Note: The RPF 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.

3.1.1 Earnest Money Deposit (EMD) :

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 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 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.
- v) 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.
- vi) All refunds will be made mandatorily to the Bank account from which the payment of EMD and Tender Fees (if any) were initiated.
- vii) 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 minimum reserve price(Rs. 1 crore) as mentioned above shall be deposited in advance before the commencement of every lease year and the amount of sharing revenue based upon the turnover of the said business of the successful bidder shall have to pay after expiring of every lease year following the turnover certificate of Chartered Accountant mentioning UDIN number.
- 2) The following components have to be considered for purview of the turnover of the business - (i) Accommodation of 36 nos. of rooms (ii) Bar-cum-restaurant and (iii) Conference hall
- 3) The selected licensee shall have to make payment regularly in full amount of license premium to the Authority as stated above. No part payment will be allowed, failure which it is treated as violation of agreement. The fees shall be payable to the Executive Officer, Digha Sankarpur Development Authority & Spl. Officer, Urban Development and Municipal Affairs Department, Digha, Purba Medinipur or to such officer as the Authority may in that behalf appoint.
- 4) All future taxes/ duties/ levies, etc. and expenses, if any as applicable shall be entirely paid by the Successful Bidder(s).
- 5) If the selected licensee fail to deposit the fees in due time, he will be black listed in any other tender under DSDA in future.

Default in Payment by the Successful Bidder :

In case the License premium etc. 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 :

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. 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.

Eligibility of Bidder & General Terms and Conditions :

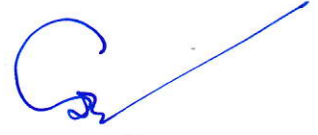
- The license of the said establishment will be granted "as is where is basis".
- The general condition shall apply in contracts made by the DSDA for license of Saikatabas Tourist Establishment including its Catering Unit, Conference Hall etc. to the appointed Agency/Individual/Concern.
- The license of Saikatabas Tourist Establishment should be used only for the exclusive purpose of occupation of Tourists and not for other purposes.
- That 04(Four) nos. of rooms(No.12A, 11A, 10A & 9A) in the 1st floor of the said establishment shall be under the possession of DSDA which will not be included in the proposed license. Those rooms shall be used by the V.I.Ps of the Govt. & this Authority.
- The bidder shall have to quote clearly the percentage of yearly turnover revenue which he/she likes to pay to DSDA beyond reserve price for the said 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 building 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 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 license will initially be for a period of 01(One) year which may be renewed upto 10(Ten) years subject to satisfactory performance of the licensee alongwith regular payment of license premium and also due approval of the DSDA's Board.**
- The Money receipts will be granted by the licensee for collection of fees from the tourists/Visitors.
- 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.
- DSDA will not bear any developmental or operational cost in future in anyway.
- Garden inside the premises has to be maintained by the licensee.
- 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 buildings 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 licensee shall make his own arrangement for cooking, crockeries, cooking apparatus etc. as also all furniture required for running Catering Unit.
- After expiry of license period the selected agency/concern/individual may take away all the furniture only which he/she provided.
- The menu and charges of foods & other allied items should be shown in cards placed on each of the tables in Catering Unit.
- The licensee shall have to supply fresh, pure, clean and wholesome food free from all impurities and adulteration. The Executive Officer, Digha Sankarpur Development Authority will have the right to take sample of cooked food for examination on receipt of any complaint from the tourists/visitors.

- 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.**
- 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 licensee will have to deposit with the Authority an amount of 30% of reserve price as security to be deposited in the form of Bank Draft in favour of the Executive Officer, DSDA and payable to SBI, Digha Branch within 15(fifteen) days from the date of intimation of selection.
- 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 RFP 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 on and from 11.00 AM to 02.00 PM. The prospective bidders may attend the Pre-Bid meeting on the aforesaid date & time to discuss clauses in the RFP document.
- 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.



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

Memo No. : 499 /DSDA/2023-24

Dated : 08.03.2024

Copy forwarded for information to:

1. The Hon'ble Chairman, DSDA & District Magistrate, Purba Medinipur.
2. The Hon'ble Vice-Chairman, DSDA & Sub-Divisional Officer, Contai, Purba Medinipur.
3. The Block Development Officer, Ramnagar-I & II & Executive Officer, Ramnagar - I & II Panchayet Samity.
4. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
5. The Computer Section, DSDA to upload the same in the official website of DSDA.
6. Notice Board.



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

Annexure - A
Letter of Bid and Intent

(Letter head of the Bidder including full Postal Address, Telephone No., Fax No. and Email ID)

To

**Executive Officer,
Digha Sankarpur Development Authority,
Digha , Purba Medinipur, Pin- 721463.**

Subject : “Selection of licensee for operation and maintenance of “SAIKATABAS” Tourist Establishment including its Catering Unit, Conference Hall etc. at Digha under DSDA located at Old Digha”.

Sir,

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 Selection of licensee for operation and maintenance of “SAIKATABAS” Tourist Establishment including its Catering Unit, Conference Hall etc. at Digha under DSDA according to the terms and conditions of the offer made by DSDA.

It is hereby declared that the turnover details of the applicant’s organization during the last 3 financial years ending on 31.03.2023 are as follows:

Year	Turnover (Rupees in Crores)
2020-2021	
2021-2022	
2022-2023	

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

DSDA is hereby authorized to conduct any inquiries/ investigation to verify the statements, documents and information submitted in connection with the Bid.

DSDA and its authorized representatives may contact the following persons for Name of the Person/s: Address, Phone No, Fax No. :

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

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.

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

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 Bid

Annexure - B

Bid Details

License of "SAIKATABAS" Tourist Establishment including its Catering Unit at Digha under DSDA

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)
2020-2021	
2021-2022	
2022-2023	

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.

Signature of the Bidder

Full Name
Designation (as applicable)
Name of the Company (as applicable) Address
Date

Annexure - C

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 ofas 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 Selection of licensee for operation and maintenance of "SAIKATABAS" Tourist Establishment including its Catering Unit, Conference Hall etc. at Digha under DSDA located at Old 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

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 RFP 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