



**OFFICE OF THE CHIEF EXECUTIVE OFFICER**  
Haldia Development Authority, City Centre, P.O. Debhog  
Haldia-721657, Dist: Purba Medinipur

Ph.: (03224) 255926, Fax-255927, e-mail : [ceo.hda@gmail.com](mailto:ceo.hda@gmail.com) Web.: [www.hdaindia.com](http://www.hdaindia.com)

Memo No.: 1421 /HDA/IX-C-296

Date: 21-10-11

**E.O.I. NO. 05/HDA/EC of 2011-2012**

Invitation for Expression of Interest from the advertising agencies having expertise in Designing and Implementation of State of Art for beautification at road side/road junction, construction of passenger's shed, providing road signage boards etc. on turnkey basis at important road junctions in Haldia Planning Area under Haldia Development Authority (HDA). The agency shall execute the work **AT FREE OF COST** and deposit license fee to HDA for utilizing public place for displaying the advertisement. The agencies are required to submit their credential of similar nature of work, company profile, documents of registration, income tax, VAT, professional tax etc. as a Technical bid and offer of license fee to be deposited to HDA as Financial bid.

a. Name of work	Beautification at road side/road junction, construction of passenger's shed, providing road signage boards etc.
c. Earnest Money Deposit	Rs. 50,000.00
d. Date and time of submission of E.O.I. - Technical and Financial (in separate sealed envelope)	6.11.2011 up to 3:00 pm
e. Date and time of opening of Technical bid.	6.11.2011 at 4:00 pm
f. Date and time of opening of Financial bid.	13.11.2011 at 4:00 pm

**1. OBJECTIVE OF THE PROJECT:**

Haldia Development Authority, a nodal agency under the Government of West Bengal has planned to beautify road side/road junction, construction of passenger's shed, providing road signage boards etc. at important road junctions in Haldia planning area under Haldia Development Authority through engaging agency who are interested in providing those mentioned above on turn-key basis **AT FREE OF COST** and display advertisement after paying the license fee to HDA. **The selected road junctions are i) Four point road crossing at City Centre ii) Four point road crossing at Manjushree and iii). Chaitanyapur Road Crossing.** The main objective of the project is to provide a better look and environment to the city.

The agency will submit Detailed Project Report regarding survey, design, detail plan and necessary presentation for each junction as well as execution and commissioning for the above

work along with the E.O.I. The selected agency will be given work permit for advertisement on revenue sharing basis by HDA. The agency shall also abide by the following conditions:

1. Maintenance and electrical connection for the work will be carried out by the Agency. Agency shall ensure deployment of dedicated staff for proper maintenance.
2. Agency will bear any taxes imposed by Municipality or Zilla Parishad.
3. Any contract between Agency and any other party shall have no bearing on HDA.
4. All advertisement shall be approved by controlling officer of HDA before display.
5. Advertisement material should be suitable for public display.
6. Any hoarding/board/hangings/posters/flex etc. of advertisement shall not obstruct/distract traffic.
7. Agency will maintain the work as per the instruction of Engineering-in-Charge of HDA.
8. HDA reserves the right to cancel the contract without assigning any reason whatsoever.
9. License period for displaying advertisement is 3 years and the agency has to quote the annual payment to be made to HDA for the each year of work license period.

#### **SCOPE OF THE WORK:**

The Agency shall be appointed to perform the required service and necessary execution to achieve the objectives as set by the authority.

- a) The agency should have experience in managing similar such big project/projects.
- b) The necessary way of clearance will be given by the authority. The agency will be required to coordinate with local responsible authorities and relevant institutions for Project preparation and implementation.
- c) **No erection work would be started by the agency till the final layout is approved by the Controlling Officer of HDA.** The work should confirm to HDA's general conditions of contract, standard of HDA, as applicable, without any deviation. The method of erection shall have to satisfy the relevant provisions of I.E. Rules, IE Act and regulations. Non-compliance of any of the above provisions is solely the Agency's responsibility. Defective workmanship, if any, will have to be made good by the Agency in due compliance of above provisions and to the entire satisfaction of the Controlling Officer of HDA.
- d) All possible source of revenue income like arrangement for advertisement from the installed structure should be explored by the agency and should be included in the DPR. The agency can't make any income from the installed structure during the execution.
- e) Approval procedures, finance and budget in addition to the implementation management of construction works such as study, design and construction management will also be handled by the agency. The agency can't make any sub contract with any other agency for the preparation of any items of DPR or supply of any items of approved BOM. The materials supplied for the project should be specified by the agency with necessary details and will be according to the guidelines of any statutory body in this field. Any necessary change during execution will be decided by the authority.
- f) Agency will be solely responsible for any damage/theft to any installation.

g) After deposition of annual revenue of 1<sup>st</sup> year in advance work permit will be given to the agency. This will be continued for the consecutive 5 years. After end 5 years the work permit may be extended or terminated depending upon the performance of the agency. The agency has to complete all erection within 180 days from date of placing the work permit. If the agency is unable to complete erection work within 180 days this work permit shall be cancelled.

## 2. APPLICATION:

Interested agencies must submit the following documents –

- Letter of Interest.
- Experience and Capability of the applicants in the view of the size and the nature of the Project (Major experience of the applicant during the past three years).
- Financial and operational capability including the balance sheets of the firms for the last 3 years certified by authorized accountants with Latest Bank Solvency Certificate from a Scheduled bank
- Availability of experienced personnel.
- A photocopy of the business registration certificate by a Competent Authority stating the full name of the applicant, the person or persons or board authorized to represent the application, the date and place of registration as a consultant.
- Detailed information of agency's financial status with clearance certificate / equivalent documents of IT, ST, VAT, P Tax, Trade Licence etc.
- If the Applicants wish to submit further information to demonstrate their ability and/or to support their previous working record, they should attach such supplementary information to the documents.

The agencies have to submit valid and up to date document for VAT registration, challan and return, PAN CARD, PT challan, IT return, valid trade license as mentioned in the application.

All information in the application shall be in English/Bangali/Hindi.

## 3. EARNEST MONEY DEPOSIT:

Intending agencies shall have to deposit Rs. 50,000/- in the form of Bank Draft / Pay order / Banker's cheque drawn in favour of Chief Executive Officer, Haldia Development Authority, payable at Haldia as earnest money along with the application. All the EMD except the deposit of the selected agency will be refunded after the selection procedure.

**THE AGENCY UNABLE TO DEPOSIT THE EARNEST MONEY SHALL BE LIABLE FOR REJECTION.**

## 4. GURANTEE PERIOD:

The space on the road side of the above mentioned locations and work licence will be provided by Haldia Development Authority for three years. At the end of the licence period/three years the advertising licence may be extended or terminated depending upon the performance of the agency.

## 5. PAYMENT TERMS:

For every year the agency has to deposit the payment for advertisement licence in advance within the 45 days from the commencement of the year. This will be continued for the next 3 years. The

date of commencement of each year for payment will be considered from the date of placement of order.

**6. TOOLS & TACKLES:**

All tools and tackles required for the job shall have to be procured by the selected agency at its own cost and will remain the agency's property. The contractor will have to maintain reliable sets of tools and tackles in adequate quantities so as to complete the job as expeditiously as possible.

**7. LABOUR LICENCE:**

The selected agency will have to abide by the provisions of contract labour (Regulation & Abolition) Act. 1970.

**8. ACCIDENTS:**

HDA shall neither be responsible nor shall be liable to pay any compensation for any accident caused to any worker / public arising out of execution of work / executed portion of work till it is finally taken over.

**9. STOPPAGE OF WORK:**

HDA shall neither be responsible nor liable to pay any compensation for any interruption of work in the field directly due to war, strike, civil commotion, lockout, risk, earthquake tempest, lightning, flood, cyclone etc. which is beyond its control. Similarly, HDA also will neither be held responsible nor liable for compensation for stoppage of contractor's work in the field arising out of resistance / resentment of local public.

**10. NON-INTERFERENCE WITH EXISTING SERVICES :**

During execution of work contractor will be required to take all precautionary measures not to interfere / dash / disturb with any service line like electrical, water, petro product or similar service. In case such things happen incidentally the same has to be made good at his own cost within least possible time so that service is disturbed for a minimum period of time. In case of road cutting utmost cares should be taken to minimize disturbance to public and transport facilities. After the work the road should be so repaired as to resume original shape.

**11. THE VALIDITY OF THE EOI:**

The offer shall remain valid till completion of the work. The procurement and execution of total materials required for the successful completion of the project should be completed within 120 days from the date of placement of order for execution. Any of the work sites should not be left with incomplete construction work and in case of any violation, appropriate penalty shall be imposed against the agency.

**12. PENALTY:**

- i) If the contractor fails to complete the whole job, within the stipulated time, his work licence may be cancelled.
- ii) If the agency is unable to deposit the revenue within stipulated time the penalty @0.50% of total amount will be added to the total payable amount for each week delay. Now if the agency fails to deposit the payable amount to HDA within 90 days after the due date, the work order shall be cancelled with forfeiture of earnest money.

### 13. SUBMISSION OF EOI:

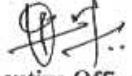
Applications must be submitted in sealed envelopes clearly marked "Application for Short listing of BEAUTIFICATION AT ROAD SIDE/ROAD JUNCTION, CONSTRUCTION OF PASSENGER'S SHED, PROVIDING ROAD SIGNAGE BOARDS ETC." for Haldia Development Authority addressed to the Chief Executive Officer, Haldia Development Authority, Haldia-721657 by registered mail or by courier at the above mentioned address or by hand not later than **the stipulated date and time as mentioned in the 1<sup>st</sup> page.**


**Haldia Development Authority reserves the right to accept or reject any/all applications in part or in full.**


Memo No.: 1421/1(n) /HDA/IX-C-296


Copy forwarded to:

1. The Chairman, Haldia Development Authority.
2. The Sabhadhipati, Purba Medinipur, Tamluk, Purba Medinipur.
3. The District Magistrate, Purba Medinipur.
4. The MLA, Haldia (S.C.) Assembly Constituency, Haldia.
5. The Addl. District Magistrate, Durgachak, Haldia.
6. The Executive Engineer, PWD Roads, Tamluk Highway Division, Purba Medinipur
7. The Sub-Divisional Officer, Haldia, Basudevpur, Khanjanchak, Purba Medinipur.
8. Chairperson, Haldia Municipality, Haldia
9. Sabhapathi, Sutahata Panchayat Samity, Sutahata.
- ✓ 10. The System Analyst, H.D.A. He is requested to arrange to publish it in the website of HDA.
11. Notice Board of HDA.

  
Chief Executive Officer  
Haldia Development Authority

 Date: 21-10-11

  
Chief Executive Officer  
Haldia Development Authority

 21.10.11