

Expression of Interest for outsourcing the functions of Seaman's Welfare Association (Marine Club) for Seafarers on long term basis

- 1.0 Seaman's Welfare Association (Marine Club) established in the year 1925 is located at No.2 Nimak Mahal Road, Kolkata 700043 between Netaji Subhas Dock and Khidderpore Docks of Kolkata Port and its primary activity is to provide boarding/ lodging facilities and other amenities to Seafarers who are required to stay ashore for various purpose. The main city area is within a distance of 4 to 5 kms and well connected by road.
Photograph of the club is enclosed .
- 2.0 The Club is a non-profit Organization incorporated on 16th December 1931 under Companies Act 1913. The business and affairs of the club is supervised by a Committee comprising members from Central and State Government, Trade, Maritime Union of India, Chamber of Commerce, etc. through a full time Secretary, appointed by the Committee. Chairman of the committee is **Chairman KoPT and Vice Chairman is Director, Marine Department of KoPT.** The Club has its own set of rules and regulations.
- 3.0 The club comprises one three storied building, with eighty five rooms, having 15 AC Rooms, 64 Non AC rooms and 6 rooms as Dormitory. In addition, there are two bars, one at each floor, alongwith facility of dining, swimming pool, billiard, piano, dance hall etc. The club is situated on approx. 8 bighas of land, some of which is maintained as lawn, quarters for employees etc. There is also a separate residential accommodation for Secretary which is now vacant. Floor arrangement and plan of floors may be delivered on demand.
- 4.0 Average boarding occupancy varies between 200 to 300. Apart from which, around 100 people utilize the bar and canteen facilities daily. The club has 31 permanent employees as of now to provide necessary services. However, catering services to the boarders is outsourced to a Contractor whose contract is already expired. Security of the club is outsourced.

5.0 Income of the Club is through Room rent, bar sale, swimming pool, hiring of hall and garden for various purpose. Apart from above, income is also generated through canteen facilities.

6.0 Though the club is fully operational, there is no full time Secretary at present and the day to day work is being managed by the staff themselves. However, repairs and renovation is to be undertaken on priority basis so as to improve the condition and provide additional amenities.

7.0 For improving the standard of the club and providing better amenities to the boarders, management of the Club is interested in outsourcing all its functions on long term basis.

8.0 SCOPE OF WORK:

- a) The Club building is to be repaired thoroughly, including toilets, revamping and upgrading all facilities including bar, canteen, swimming pool, lawn, etc;
- b) All existing amenities to the boarders to be upgraded;
- c) The firm will have to maintain applicable licenses from various authorities;
- d) The period of agreement may be for 20 years;
- e) The entire facility will be managed by the Contractor and he will take over existing assets and liabilities including that of permanent employees;
- f) The Contractor is expected to provide boarding facilities to the seafarers. The Contractor will be allowed to use one of the floors for commercial use and one floor to be kept exclusively for seafarers at subsidized rates to be approved by Managing Committee ;
- g) Canteen and bar facilities to be provided at a rate approved by the committee ;
- h) All outgoings charges are to be borne by the contractor.

9.0 Who can participate

The firm should have experience of running a hotel of minimum 50 beds or a restaurant for at least 100 persons at least for three years

and have licenses as required for their present business. The firm should express its desire to take over all functions of the club as per scope of work.

10.0 How to submit:

The eligible firms are requested to submit the proposal furnishing the details as sought in a sealed cover to the Vice Chairman of the club at the office of the Director, Marine Department, 15, Strand Road, Kolkata - 700001, by 16.12.19. The envelope should be super-scribed 'EOI for Marine Club'. The last date of submission of the EOI is 16th December 2019.

11.0 Request for proposal:

On receipt of proposal from intending parties, Managing committee will finalise the terms and conditions of the NIT including the period and select the bidder through open tender. The selection will be made on the QCBS system wherein maximum weightage will be on the credentials of the party and its plan to repair/ upgrade the facilities.

12.0 Pre proposal meeting:

Firms intending to participate may inspect the club on any day between 2nd to 7th December with prior permission of Vice Chairman. Pre-proposal meeting will be held at 15-00 hrs on 10.12.19 in the room of the Director, Marine Department at Kolkata Port Trust, 15, Strand Road, Kolkata - 700 001. The intending proposers are requested to send their queries in writing in advance so that clarifications can be prepared prior to the meeting to the extent possible.

13.0 The interested parties are required to submit following information:

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| 1. | Name of the organization | |
| 2. | Name of the Owner / Partner | |
| 3. | Brief description of its activities | |
| 4. | Address of the Registered Office and Registration No. | |
| 5. | Annual Financial turnover during last 3 years with balance sheet | |

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| 6. | PAN/TAN Number of the firm | |
| 7. | Income Tax return for last 3 years | |
| 8. | Plans for repair / renovation and up-gradation with timeline. | |
| 9. | Estimated amount proposed to be invested for renovation of club | |
| 10. | Proposed terms and conditions including period of agreement | |
| 11. | Credential / year of experience related to operating of Restaurant / Club/Hotel | |
| 12. | Contact details of the organization (including phone/fax number with STD Code and email id) | |



