



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
Plot No. DG/13, Premises No. 04-3333, Action Area-ID,
New Town, Kolkata - 700 156

Request for Proposal for Letting Out a Space at the Parking Space near Tata Medical Centre, AA-ID, New Town, Kolkata for the Purpose of Use of Tea stall/Canteen & Operation cum Maintenance of Pay and Use Toilet on Leave & License Basis

Intent

The New Town Kolkata Development Authority Administration intends to rent out a space near Tata Medical Centre, AA-ID, New Town, Kolkata for operation of canteen and pay and use toilet services on monthly rental basis.

Hence, NKDA invites proposals from eligible applicants to run the both operations simultaneously. NKDA will provide license built-up space for this at the indicated location with a minimum offered rate of Rs. 10000/- (Rupees ten thousand only) per month plus G.S.T., as applicable.

The document containing the details and the eligibility criteria of the applicants may be obtained from the web site www.nkdamar.org under the option 'TENDER'.

A. Eligibility

Any Indian individual, partnership firm (registered/unregistered), Trust, HUF, Co-operative Society, company registered under Indian Companies Act or any other legal entity or authority may apply for allotment.

1. Should have experience in the same field
2. Should have Trade License
3. Should be having valid GST number
4. Should have PAN card

B. Terms of engagement

C. Instruction to bidders

a. Bid Data Sheet

Sl. No.	Section	Remarks
1	Project	Operation of canteen & maintenance of pay and use toilet on monthly license basis
2	Location	Parking space near Tata Medical Centre, AA-ID, New Town, Kolkata
3	NKDA	New Town Kolkata Development Authority
4	Duration	5 (Five) years
5	Project Components	Setting up and operation of canteen & maintenance of pay and use toilet
6	Earnest Money Deposit (EMD)	Rupees 10,000/- (Rs.Ten thousand) only. The EMD shall be deposited through Demand Draft/Banker's Cheque in favour of "New Town Kolkata Development Authority" payable at Kolkata. The Earnest Money of the successful bidder will be converted to security deposit
7	Mode of Selection	Highest monthly license fee will be accepted subject to fulfilment of eligible criteria.
8	Bidding Parameter	Highest License fee to be offered per month excluding GST. The highest bidder will be chosen for engagement subject to fulfilling all the other terms and conditions. The quoted rate should be quoted in the prescribed BOQ format (Annexure-A) and no other document will be accepted.
9	Submission of Bid	The intendent bidder will submit the bid along with credential & EMD in sealed envelope to be drop in the Tender Box kept in the Office Chamber of Estate Manager-I, NKDA on working days within the last submission period.
10	Bid Publication Date and time	31-01-2025 at 6:00 PM
11.	Last Date and time of uploading the bid	07-02-2025 upto 2:00 PM
12.	Date of opening financial bid	To be notified

D. Method of Evaluation

1. Upon receipt of application from various applicants, NKDA will verify all the credentials submitted by them. Selection of the applications will be done on the basis of eligibility as determined through the submitted documents
2. The evaluation of the bid will be made by a bid evaluation committee constituted by the competent authority of NKDA.
3. The technical eligibility will be determined on the basis of submitted documents and the decision of the authority will be final in this matter.
4. The documents submitted by the bidder may be verified or checked with the original documents and if any fraud/falsification/misrepresentation is found then the tender will be cancelled with forfeiture of EMD.
5. In the financial bid, the bidders will have to quote the offered license fee per month excluding GST. The offered rate should be equal or above Rs.10000 (Rupees Ten Thousand Only). Any rate quoted below will lead to cancellation of the bid.
6. The financial bid of the technically eligible bidders will be opened and the bidder quoting the highest monthly license fee excluding GST will be selected as the chosen bidder subject to fulfilment of all other conditions.
7. Disclosure of offered rate at any place other than the BOQ will lead to cancellation of the bid.
8. NKDA reserves the right to reject any bid without assigning any reason whatsoever.

E. Special Conditions

1. The license agreement may be terminated with three months' (90 days) notice from either side. During the notice period the license fee will be adjusted against the security deposit held with the NKDA. Any unadjusted license fee will be paid by the tenant before handing over the possession of the space to the NKDA.
2. On expiry or termination of the tenancy, the licensed space shall be handed over to NKDA in as provided at the beginning of the tenancy period condition.
3. The bid shall remain valid for 120 days from the date of opening of the financial bids
4. The arbitration clause of WBFR 2911 stands deleted
5. The selected bidder will have to enter into an agreement with NKDA within the time stipulated in the letter of acceptance failing which the offer for engagement shall stand cancelled and the EMD will be forfeited.
6. The operation of canteen services should be done in a pollution free manner.
7. The solid waste generated at the space should be kept in waste bins as instructed by NKDA authorities and NKDA workmen will collect these from a predetermined space.



Estate Manager-
New Town Kolkata Development Authority

Memo No.: 909/1(5) /NKDA/EE-III/243/2017(P-II)

Dated: 31-01-2025

Copy forwarded for information to:

1. Estate Manger, NKDA
2. Finance Officer, NKDA
3. System Manager, NKDA with a request to upload in NKDA website.
4. P.A. to The Hon'ble Chairman, NKDA
5. P.A. to the Chief Executive Officer, NKDA


Estate Manager-I
New Town Kolkata Development Authority

ANNEXURE – A
PROFORMA OF BOQ
(TO BE SUBMITTED IN SEPARATE SEALED ENVELOPE)

Details of work	Quoted monthly license fee in Rs. excluding GST both in figure and word
Letting Out a Space at the Parking Space near Tata Medical Centre, AA-ID, New Town, Kolkata for the Purpose of Use of Tea stall/Canteen & Operation cum Maintenance of Pay and Use Toilet on Leave & License Basis for a period of 5(five) years.	

**Signature of the applicant
(Full name of the applicant)**

Date :