



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

Expression of Interest for allotment of Office Space on Leave & License Basis

License of Office Space in NKDA Area, located at BG/12, Action Area – IB, NewTown, Kolkata

Memo No. 2208 /NKDA/Admn-539/2015

Dated : 10-03-2026

EOI No: 01/NKDA/EM SEC/2025-26

Date of Issue: 10-03-2026

1. Introduction and Background

New Kolkata Development Authority (NKDA), hereinafter referred to as the "Authority", is a statutory body constituted under the New Town Kolkata Development Authority Act, 2007. The Authority is responsible for the planned development of New Town, Kolkata, and providing civic services and amenities within its jurisdiction.

The Authority intends to license designated office spaces BG-12, Action Area - IB for Bank, Financial Institution and other reputed Corporate Body. This Expression of Interest (EOI) is issued to invite competitive bids from interested parties for licensing approximately 1870 square feet of prime office space at BG-12, Action Area IB adjacent to International Bus Stand at New Town.

The Leave & License will be conducted through an e-tendering process via the Government of West Bengal's designated e-procurement portal (<https://wbtenders.gov.in>), ensuring transparency and adherence to all applicable rules and regulations of the Government of West Bengal, including relevant financial rules. as applicable.

This EOI document outlines the scope of the offering, property details, eligibility criteria, license terms, submission requirements, and the evaluation process for selecting the successful licensee(s).

2. Scope of Work

The primary scope of this EOI is the licensing of premium office space located at BG-12, Action Area IB adjacent to International Bus Stand at New Town, Kolkata. The details are as follows:

2.1 Total Area Offered: Approximately 1870 square feet (sq. ft.).

Note: The exact area will be based on joint measurement as per standard practices, and the basis of area calculation will be based on Super Built-up Area [120% of **Covered Area** (Outer wall to Wall)] and will be specified in the final license agreement.

- 2.2 Intended Use: The premises are intended strictly for use as corporate offices such as Bank, Financial Institution, reputed Corporate Office.
- 2.3 Condition: The office space will be handed over in a bare shell condition. This typically includes completed civil structure, external facade, common area finishes (lobbies, lifts, staircases), main electrical supply panel up to the floor, fire detection/suppression system risers/infrastructure in common areas, and basic provisions for plumbing/sanitation in common toilets. The licensee will be responsible for all interior fit-outs, including but not limited to internal partitions, flooring, false ceiling, internal electrical wiring, lighting fixtures, air conditioning (HVAC), internal plumbing, networking, furniture, and fixtures, as per their requirements and in compliance with National Building Codes (NBC) and Authority guidelines.
- 2.4 License Term: The proposed license term is initially for three (3) years which will be renewable for further 2(two) terms subject to full satisfaction of the Authority and mutual consensus of both sides.
- 2.5 Target Licensees: Bank, Financial Institution, reputed Corporate Office.

3 Property Details

The property offered for license is situated at BG-12, Action Area – IB, New Town.

3.1 Proposed Building Occupancy:

Ground Floor: It has an area of 1870 sq. ft approximately and is earmarked.

3.1 Space Offered for License: Approximately 1870 sq. ft. on the Ground Floor.

3.2 Utilities & Services:

3.2.1 Power: Adequate sanctioned power load with provision for connection to the space offered. Specifics regarding load capacity and connection charges will be detailed in the license agreement.

3.2.2 Power Backup: Provision for licensee to install their own DG sets for full back up within their premises, subject to space availability and Authority approval.

3.2.3 Water Supply: Continuous water supply.

3.2.4 Air Conditioning: Provision for licensee to install their own HVAC systems.

3.3 Parking: Limited reserved parking spaces may be available for allocation to the licensee(s) adjacent to the designated areas, subject to availability and on chargeable basis as per Authority norms. Details regarding the number of slots and charges will be provided separately or in the license agreement.

Bidders are encouraged to visit the space to assess the property and its suitability. Site visits can be arranged between 11.00 AM to 4.00 PM on any working day by contacting the Authority in advance as per the details provided in this EOI.

Administrative Officer (Estate Management), NKDA

Contact No. 033-35050015.

4 License Terms and Conditions

The following are the key terms and conditions proposed for the license. The final terms will be detailed in the License Agreement to be executed between the Authority and the successful bidder(s).

- 4.1 License Term: The license term is initially for 3 (three) years commencing from the date of handing over of the premises which may be renewable for further 2 (two) terms subject to full satisfaction of the Authority and mutual consensus of both sides. But there will be no right for such renewal.
 - 4.2 Lock-in Period: A lock-in period of 2 (two) years shall be applicable for both the Licensee and the Licensor (Authority), during which neither party can terminate the lease, except in case of a material breach of contract by the other party.
 - 4.3 Base License (Reserve Price): The base monthly license fees for the e-tender is **kept confidential as per prevailing Govt. Order**. Bidders are required to quote their highest license fees per square foot per month, without GST. Any rate below the reserve price will not be accepted.
 - 4.4 License fees Escalation: The monthly license fee shall be subject to an escalation of 5% (Five Percent) per year of the license term, calculated on the last paid monthly license fee.
- Security Deposit: The successful bidder(s) shall be required to deposit an interest-free Refundable Security Deposit equivalent to Six (6) months' prevailing monthly license. This deposit shall be paid upon acceptance of the Letter of Intent (LOI) and before the execution of the License Agreement. The deposit will be refunded upon expiry or termination of the license, after adjusting any outstanding dues.

- 4.5 Advance License: The successful bidder(s) shall pay 1 (One) month's license in advance upon signing the License Agreement.
- 4.6 Maintenance Charges: In addition to the monthly license, the Licensee shall pay common area maintenance (CAM) charges as determined by the Authority or its appointed maintenance agency. These charges will cover the upkeep of common areas, security, common area electricity, lift maintenance, etc. The initial CAM charges and the basis for future revisions will be communicated separately or included in the License Agreement.
- 4.7 Property Taxes and Other Outgoings: All applicable property taxes, municipal taxes, rates, and other statutory outgoings including GST related to the licensed premises shall be borne by the Licensee during the license term, over and above the license and CAM charges, unless specified otherwise by prevailing laws.
- 4.8 Utilities Charges: Charges for electricity consumption within the licensed premises, water charges (if applicable separately), telecommunication services, internet, etc., shall be borne by the Licensee based on actual consumption.
- 4.9 Use of Premises: The premises shall be used strictly for the purpose of operating for the purpose for which it has been allotted and for no other purpose without the prior written consent of the Authority.
- 4.10 Sub-letting/Assignment: The Licensee shall not be entitled to sub-let, assign, or transfer the license interest, in whole or in part, without the prior written permission of the Authority, which may be granted subject to specific terms and conditions as per the Authority's policy and applicable, if applicable.
- 4.11 Insurance: The Licensee shall be responsible for obtaining adequate insurance coverage for their assets, equipment, and fit-outs within the premises, as well as public liability insurance.
- 4.12 Compliance: The Licensee shall comply with all applicable laws, regulations, building codes, and Authority guidelines pertaining to the use and maintenance of the premises and the conduct of their business.
- 4.13 Termination: The License Agreement will detail the conditions under which the license may be terminated by either party after the lock-in period or in case of default.
- 4.14 Stamp Duty and Registration: All costs related to stamp duty and registration charges for the License Agreement shall be borne by the Licensee.

5 Eligibility Criteria

Bidders intending to participate in this e-tender process must meet the following minimum eligibility criteria. Bidders failing to meet these criteria will be disqualified, and their bids will not be considered for evaluation.

5.1 Legal Entity: The Bidder must be a company, registered under the Companies Act, 1956/2013, or a Limited Liability Partnership (LLP), registered under the LLP Act, 2008, or any Registered Partnership Firm or a similar corporate entity incorporated under relevant laws. Consortiums or joint ventures are not permitted unless explicitly stated otherwise.

5.2 Business Operations: The Bidder must be actively engaged in business operations for a minimum period of 10 (ten) years as on the date of EOI publication.

5.3 Financial Standing: The Bidder must demonstrate adequate financial stability. They should have achieved a minimum average annual turnover of [appropriate amount, e.g., ₹10 Crores during the last three (3) completed financial years (e.g., FY 2022-23, 2023-24, 2024-25). Audited financial statements for the last three years must be submitted as proof along with a certificate from a Registered Chartered Account in support of average annual turnover.

5.4 Net Worth: The Bidder must have a positive net worth as per the latest audited financial statements. A certificate from a Registered Chartered Accountant is to be furnished.

5.5 Statutory Compliance: The Bidder must possess valid PAN (Permanent Account Number), GST (Goods and Services Tax) registration, and other necessary statutory registrations as required for conducting business in India as per law of the land.

5.6 Blacklisting: The Bidder must not have been blacklisted or debarred by any Department, either Government of India or Government of West Bengal for running their business or referred to the Court for its liquidation. A self-declaration to this effect must be submitted.

6. Documentary Evidence:

Bidders must submit documentary evidence to support their eligibility claims, including but not limited to:

6.1 Certificate of Incorporation/Registration.

6.2 PAN Card copy.

6.3 GST Registration Certificate.

6.4 Audited Financial Statements (Balance Sheet, Profit & Loss Account) for the last three financial years, certified by a Chartered Accountant.

6.5 Self-declaration regarding non-blacklisting.

6.6 Any other documents specified in the e-tender portal requirements.

The Authority reserves the right to verify the submitted documents and information. Misrepresentation or submission of false information will lead to disqualification and potential blacklisting.

Note: The specific financial turnover requirement needs confirmation from NKDA based on their internal policies and the desired profile of licensee.

7. Tender Submission Process

Interested and eligible bidders are required to submit their bids electronically through the Government of West Bengal's e-Procurement portal: <https://wbtenders.gov.in>. No physical bids will be accepted.

Bidders must be registered on the e-Procurement portal to participate in the e-tendering process. If not already registered, bidders should complete the registration process well in advance of the submission deadline.

Key Dates (Tentative):

- 7.1 Date of Publication of EOI on Portal: 10-03-2026
- 7.2 Bid Submission Start Date: 10-03-2026 from 6:00 PM
- 7.3 Pre-Bid Meeting : 18-03-2026 at 3:00 PM at Estate Management Section, NKDA
- 7.4 Bid Submission End Date : 20-04-2026 upto 2:00 PM
- 7.5 Date and Time of Opening of Technical Bids: 22-04-2026 at 3:00 PM
- 7.6 Date and Time of Opening of Financial Bids: To be intimated later to the technically qualified bidders.

Note: The above dates are indicative and subject to change. Bidders must refer to the e-Procurement portal (<https://wbtenders.gov.in>) for the final and updated schedule.

8. Bid Submission Requirements:

Bids must be submitted in two parts electronically:

8.1 Part I: Technical Bid This part should contain all eligibility documents, compliance statements, acceptance of terms and conditions, and any other technical information required as per the EOI and the e-tender portal instructions. It should not contain any price information. Key documents typically include:

- 8.1.1 Scanned copy of Tender Fee payment receipt (if applicable).
- 8.1.2 Scanned copy of Earnest Money Deposit (EMD) instrument or online payment confirmation.
- 8.1.3 All documents supporting Eligibility Criteria (Section 5).

- 8.1.4 Signed and stamped copy of the EOI document, acknowledging acceptance of all terms and conditions.
- 8.1.5 Power of Attorney authorizing the signatory.
- 8.1.6 Any other forms/declarations required on the portal.
- 8.2 Part II: Financial Bid This part should contain only the financial offer, submitted in the prescribed format (Bill of Quantities - BoQ) available on the e-tender portal.
 - 8.2.1 Bidders must quote their offered monthly license fee per square foot per month, without GST, which must be equal to or greater than the Base License Fee (Reserve Price). GST shall be borne by the selected bidder.
 - 8.2.2 The financial bid must be submitted strictly online through the portal and should not be included in the technical bid documents.

9. Earnest Money Deposit (EMD):

- 9.1 Bidders are required to submit an Earnest Money Deposit (EMD) of ₹1,00,000/-
- 9.2 The EMD must be submitted online through the e-tender portal via the available payment gateways (Net Banking/RTGS/NEFT) as per the procedure outlined on the portal and relevant Government Orders (e.g., Finance Department Memo No. 5696-F(Y)).
- 9.3 Bids submitted without the required EMD will be summarily rejected.
- 9.4 EMD of unsuccessful bidders will be refunded after the finalization of the tender.
- 9.5 EMD of the successful bidder(s) will be adjusted against the Security Deposit after the submission of the Security Deposit and execution of the License Agreement.
- 9.6 The EMD may be forfeited if a bidder withdraws their bid during the validity period of 180 days from the date of opening its financial Bid or if the successful bidder fails to execute the License Agreement or submit the required Security Deposit.

10. Tender Fee (if applicable):

No tender fees are required at the time of submission Bid. However, H1 Bidder is required to procure 2 sets of tender documents on payment of Rs. 10,000/- (Rupees ten thousand only) per set.

11. Bid Validity:

- 11.1 Bids submitted shall remain valid for a period of 180 days from the bid submission end date.

Clarifications:

- 11.1.1 Bidders may seek clarifications on the EOI document or the process online

through the e-Procurement portal before the specified last date for queries.

11.1.2 A pre-bid meeting may be held (if scheduled) to address queries.

11.1.3 Responses to queries will be published on the e-Procurement portal.

12. Submission Guidelines:

12.1 Bidders are solely responsible for ensuring their bids are submitted correctly and completely through the e-Procurement portal before the deadline.

12.2 Digital Signature Certificate (DSC) is mandatory for participating in the e-tendering process.

12.3 Bidders should familiarize themselves with the portal's operating procedures.

13. Evaluation Criteria

The evaluation of bids will be conducted in two stages: Technical Evaluation and Financial Evaluation.

Stage 1: Technical Evaluation

13.1.1 The Technical Bids (Part I) will be opened first on the scheduled date and time.

13.1.2. Bids will be scrutinized to assess compliance with the Eligibility Criteria (Section 5) and completeness of the submitted documents as required by the EO and the e-tender portal.

13.1.3 Bidders must meet all mandatory eligibility requirements to qualify technically.

13.1.4 The Authority may seek clarifications from bidders regarding their technical submissions, if necessary.

13.1.5 Bidders who are found to be technically qualified will proceed to the next stage (Financial Evaluation).

13.1.6 Bidders who do not meet the eligibility criteria or whose technical bids are incomplete or non-responsive will be disqualified, and their Financial Bids will not be opened.

Stage 2: Financial Evaluation

13.2.1 The Financial Bids (Part II) of only the technically qualified bidders will be opened electronically on a date and time notified separately.

13.2.2 The Financial Bid requires bidders to quote their offered monthly licensee fee per square foot per month, without GST, in the prescribed BoQ format on the e-tender portal.

13.2.3 Bids quoting a rate lower than the Base License Fee will be summarily rejected.

14. Selection of Successful Bidder(s):

- 14.1 The successful bidder(s) will be determined based on the Highest Quoted Monthly License Fee per Square Foot per Month, without GST (H1) among the technically qualified bidders.
- 14.2 In case of a tie in the highest quoted rate, keeping the H-I rate as ceiling, seal bids may be invited from all the H-I bidders and out of those highest ones may be selected. If none of the H-I bidder is ready to offer further higher rate, the bidder with higher credentials based on parameters, as mentioned in EOI may be selected among H-I Bidders.
- 14.3 The Authority reserves the right to accept or reject any or all bids without assigning any reason thereof.
- 14.4 The decision of the Authority in the evaluation process shall be final and binding on all bidders.

15. Letter of Intent (LOI):

- 15.1 The successful bidder(s) will be issued a Letter of Intent (LOI) within the validity period.
- 15.2 The LOI recipient(s) must convey their acceptance and submit the required Security Deposit within the timeframe specified in the LOI.
- 15.3 Failure to accept the LOI or submit the Security Deposit within the stipulated time may result in forfeiture of the EMD and cancellation of the LOI.
- 15.4 Upon fulfillment of the conditions mentioned in the LOI, a formal License Agreement will be executed between the Authority and the successful bidder(s) which will be binding on all parties.

16. Contact Information and Compliance Statement

Contact Information:

For any queries related to this EOI or the e-tendering process, bidders may contact:

Administrative Officer (Estate Management)
Estate Management Department
New Town Kolkata Development Authority (NKDA)
First Floor, Plot No DG/13, Premises No 04-3333, Action Area ID, Kolkata - 156
Email: aoem@nkda.in
Phone: 033-35050015.

All official communication, including submission of queries and responses, must be routed through the Government of West Bengal e-Procurement portal (<https://wbtenders.gov.in>) as per the timelines specified.

17. Standard Clauses:

- 17.1. Disclaimer: This EOI is not an offer by the Authority, but an invitation to receive proposals from interested bidders. The Authority makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this EOI. The Authority may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI.
- 17.2. Confidentiality: The information contained in this EOI document is confidential. Bidders shall treat all information provided by the Authority as confidential and shall not disclose it to any third party without the prior written consent of the Authority.
- 17.3. Costs of Bidding: The Bidder shall bear all costs associated with the preparation and submission of its bid, including site visits, and the Authority will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 17.4. Right to Accept or Reject Bids: The Authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the Authority's action.
- 17.5. Amendment of EOI: At any time prior to the deadline for submission of bids, the Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the EOI document by issuing an addendum or corrigendum, which will be published on the e-Procurement portal. All such addenda/corrigenda shall form an integral part of the EOI.
- 17.6. Governing Law and Dispute Resolution: The bidding process shall be governed by and construed in accordance with the laws of India. Any dispute arising out of the bidding process shall be subject to the exclusive jurisdiction of the competent courts in Kolkata.
- 17.7. Conflict of Interest: Bidders must disclose any actual or potential conflict of interest that may affect their ability to participate impartially in the bidding process or execute the contract. Failure to disclose such conflicts may result in disqualification.

- 17.8. Fraudulent and Corrupt Practices: The Authority requires that bidders observe the highest standard of ethics during the procurement process and execution of contracts. Bidders engaging in fraudulent or corrupt practices will be disqualified, their EMD forfeited, and they may be subject to blacklisting.



Administrative Officer (EM)

New Town Kolkata Development Authority

Memo No. 2208¹⁽³⁾/NKDA/Admn-539/2015

Dated : 10-03-2026

Copy forwarded for information and taking necessary action to :

1. The Assistant Engineer (System), NKDA with a request to upload in NKDA Official Website.
2. The P.A. to the Hon'ble Chairman, NKDA
3. The P.A. to the Chief Executive Officer, NKDA



Administrative Officer (EM)

New Town Kolkata Development Authority

Appendix A:

E-tendering Instructions ([https:// wbtenders.gov.in](https://wbtenders.gov.in))

This appendix provides supplementary instructions for submitting bids electronically via the Government of West Bengal e-Procurement portal (<https://wbtenders.gov.in>).

Bidders must adhere to these instructions in conjunction with the main EOI document.

A. Portal Access: All bid-related activities, including downloading the EOI, submitting queries, receiving clarifications/addenda, and submitting bids, must be performed through the designated portal: <https://wbtenders.gov.in>.

B. Bidder Registration:

B.1 Bidders must be registered on the e-Procurement portal to participate. Registration is a one-time process.

B.2 If not already registered, bidders should initiate the registration process well in advance of the bid submission deadline by visiting the portal and following the "Online Bidder Enrollment" link.

C. Digital Signature Certificate (DSC):

C.1 Possession of a valid Digital Signature Certificate (DSC) - Class II or Class III with signing and encryption capabilities - issued by a Certifying Authority (CA) recognized by the Controller of Certifying Authorities (CCA), India, is mandatory for participating in the e-tendering process.

C.2 Bidders must ensure their DSC is valid and properly configured on their system.

D. Downloading Tender Documents:

D.1 Registered bidders can download the complete EOI document, BoQ format, and any subsequent corrigenda/addenda from the portal after logging in.

E. Bid Preparation:

E.1 Bidders must prepare their Technical Bid documents as specified in Section 6 of the EOI.

E.2 All required documents must be scanned and uploaded in the formats specified on the portal (e.g., PDF, JPG, XLS).

E.3 The Financial Bid (Price Offer) must be entered only in the prescribed Bill of Quantities (BoQ) Excel format available on the portal. Bidders must download the BoQ file, fill in their name and the offered rate (per sq. ft. per month, without GST) in the designated cells without modifying the file structure, and upload the same file.

F. Online Submission:

F.1 Bidders must log in to the portal using their user ID and DSC.

F.2 Navigate to the relevant tender and upload the Technical Bid documents in the designated folders/links.

F.3 Upload the completed BoQ file for the Financial Bid.

F.4 Bidders must ensure all documents and the BoQ are uploaded and submitted electronically before the specified bid submission end date and time.

F.5 The portal will generate a bid submission summary/receipt upon successful submission, which should be saved by the bidder.

G. Payment of Tender Fee and EMD:

G.1 Tender Fee (if applicable) and Earnest Money Deposit (EMD) must be paid online through the portal's integrated payment gateway.

G.2 Follow the instructions on the portal to select the payment mode (Net Banking/RTGS/NEFT) and complete the transaction.

G.3 Refer to relevant Government Orders (e.g., Finance Department Memo No. 5696-F(Y) dated 01.08.2016 and subsequent amendments) regarding online EMD payment procedures.

G.4 Proof of successful online payment must be generated and may need to be uploaded as part of the Technical Bid.

G.5 Bids without successful online payment of Tender Fee/EMD (unless exempted) before the deadline will be considered non-responsive.

H. Assistance:

H.1 Bidders requiring assistance with the e-tendering process can refer to the help manuals and FAQs available on the portal (<https://wbtenders.gov.in>).

H.2 A 24x7 helpdesk is typically available via phone and email (details on the portal) for technical support related to portal usage.

I. Responsibility:

I.1 Bidders are solely responsible for ensuring their bids are submitted correctly, completely, and within the stipulated deadline on the portal.

I.2 The Authority shall not be responsible for any delays or issues arising from bidder-side technical problems, internet connectivity, or failure to follow portal procedures.