



# 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

Memo No.: 2701/NKDA/ADMN(EM-I)-1222/1/2023

Dated : 16-03-2023

## **Notice inviting applications for licensing shop spaces at different locations in New Town Kolkata**

New Town Kolkata Development Authority (NKDA) invites online offers in one part method (Technical only) form eligible, reputed and resourceful agencies/individuals for operating shops of permitted categories at 11 different shop spaces at 5 different locations in New Town Kolkata in 5 different establishments of NKDA as described in the schedule of property.

Interested participants who meet the eligibility criteria may submit a technical bid by e mail to [supervisor2@nkda.in](mailto:supervisor2@nkda.in) .with subject line “ **Application for shop spaces at different locations in New Town Kolkata**” with all the necessary documents as mentioned in this Notice.

A pre bid meeting will be held on 24-03-2023.at 3:00 PM.in NKDA Administrative Building at Plot No - DG/13, Premises No - 04-3333, Action Area - ID, New Town, Kolkata – 700156

Technical proposals submitted by the intending agencies will be evaluated as per norms laid down in this regard. If there are more than one application for a particular shop space, the selection will be made on the basis of interview by a selection committee constituted for this purpose. NKDA reserves the right to accept/ reject any or all the offers at its sole discretion without assigning any reason whatsoever and the same will be binding on the applicants.

  
16/03/2023  
Estate Manager-I

New Town Kolkata Development Authority

## **1. The Offer**

New Town Kolkata Development Authority (NKDA) invites offers from eligible, reputed and resourceful agencies in one part system (only technical) for operating shops on rental basis.

## **2. Terms and Conditions**

- a. Expressions of Interest are being invited for getting possession on rental basis as per the schedule of property under clause 3 of the NIA. NKDA, however, reserves the right to accept/ reject any or all the offers at its sole discretion without assigning any reason whatsoever and the same will be binding on the applicants. NKDA shall not be liable to pay any compensation to any agency for any loss that they may incur due to such cancellation.
- b. This Notice Inviting Application (NIA) is governed by the terms and conditions as contained herein.
- c. The selection of the applicant will be on the basis of submitted documents and technical evaluation thereof.
- d. The selected agency/individual will have to enter into a renewable agreement of eleven months with NKDA within 15 (fifteen) days from the date of issuance of Letter of Engagement and it may further be extended, if considered satisfactory by the authority of NKDA, subject to enhancement of 3% of rent for each consecutive terms of 11 months each as decided by NKDA.
- e. Application with relevant documents towards renting of the shop spaces will be considered upon selection based on cumulative marks secured by the participants as mentioned in the NIA.
- f. NIA opening time and other dates and times mentioned in the NIA document are IST (Indian Standard Time) only
- g. NKDA reserves the right to accept/reject any or all of the offers without assigning any reasons thereof and the decision of NKDA would be final and binding on all concerned.
- h. The agencies who have either been blacklisted from participation in any tender/quotation of WBHIDCO/NKDA/NKGSCCL/Any office /organization earlier or have record of defaulted in payment of rent/license fee to WBHIDCO/NKDA/NKGSCCL/Any office /organization are not eligible to apply.
- i. The agencies who have been disqualified from running their business earlier at WBHIDCO/NKDA allotted space due to non-observance of required terms and conditions and whose letter of allotment/acceptance has been cancelled /withdrawn by the competent authority, are not eligible to apply.
- j. The entire operation arrangement should be made in pollution free manner. In case of any deviation, the contract shall also be liable to be cancelled.
- k. Sufficient fire safety measures should be arranged by the agency and the agency should obtain Fire License if required for the type of business.
- l. The waste materials generated out of the running of the shops/stall/office space will be handled by the agency as per rules and guidance of New Town Kolkata Development Authority (NKDA) for collection by their solid waste management

- staff from a particular point as decided by the NKDA. NKDA will clear and replace the waste bins from time to time in normal way. But if required, the allottee may keep separate waste bins to store the garbage at their own arrangement and no littering will be allowed under any circumstances. The allottee will be responsible for elimination of the littering and penalty will be imposed for such deviation. NKDA reserves the right to cancel the rent agreement in such cases.
- m. The selected agency shall be bound to comply with the requisition and direction of the authorized representatives of NKDA
  - n. The successful Applicant himself shall have to procure all materials/items required for running their business and will run the business by their own employees. No material will be issued by NKDA.
  - o. The shop premises shall not be used for sale of any kind of alcoholic beverages without approval of competent authority. Under any circumstances, violation of this condition will lead to cancellation of the rent agreement without any compensation or refund of any advance rent already paid. Also, no tobacco product, guthkha or paan masala shall be sold or distributed from the shops under any circumstances.
  - p. The tenant will be solely responsible for all payments and observance and compliance of relevant provision of laws/rules/regulations etc. in respect of his/her employees and the business of running the shops/offices. NKDA or their authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
  - q. Sub-letting of the shop/stall will not be allowed
  - r. NKDA reserves the right to accept or reject any offer without assigning any reason whatsoever. In case of cancellation, no liability will be incurred by NKDA.
  - s. Before submitting any offer, the intending Applicants should make themselves acquainted thoroughly with the prevailing local conditions by way of actual inspection of the site and no claim whatsoever will be entertained after finalization of the bid.
  - t. The applicant will have to bear maintenance charge of internal cleaning as also the charges towards electricity, fuel, telecommunication, water and other consumable services which are chargeable by the concerned service provider.
  - u. GST on prevailing rate on commercial license of Rs.34 (Rupees thirty four only) per square feet of covered space per month has to be paid by the successful applicant throughout the tenancy period.
  - v. The upfront payment of license fees will have to be paid in monthly advance basis. The license fee is payable from the date of receiving of possession of shop space or from the date of execution of the agreement whichever is earlier.
  - w. The agreement can be terminated with 30 days' notice in case of irregularities/under performance/ nonperformance / nonpayment of monthly license fee/ suppression of facts.

### 3. Schedule of property

No.	Location	Covered Area (Sq. ft.)	Type of space
1	Community Centre 1 at Action Area I	270	Shop
2	Community Centre 1 in Action Area I	270	Shop
3	Community Centre 2 in Action Area II	400	Shop
4	Community Centre 2 in Action Area II	270	Shop
5	Community Centre 2 in Action Area II	270	Shop
6	Neem Banani Park	160	Shop
7	Neem Banani Park	160	Shop
8	Professor Shanku Park	161.4	Cafeteria
9	Professor Shanku Park	161.4	Cafeteria
10	Apur Sansar Park	77	Food stall
11	Apur Sansar Park	77	Florist/gift shop

The type of shop if not mentioned above, will be decided in mutual agreement within the terms and conditions of this tender.

### 4. Monthly License Fee

The license fee of Rs.34/- (Rupees thirty four only) per square feet of covered area per month plus applicable GST will have to be paid by the licensee monthly in advance.

### 5. Earnest Money Deposit

All applicants have to deposit Rs.5,000/- (Rupees five thousand) only towards Earnest Money Deposit vide demand draft in favour of New Town Kolkata Development Authority payable at Kolkata issued by any scheduled commercial bank. A copy of the same has to be mailed to NKDA with other documents and the original has to be deposited to NKDA when asked for.

### 6. Evaluation Procedure

Upon receipt of application from various applicants, NKDA will verify all the credentials submitted by them. Selection of the applicant will be done on the basis of eligibility as determined through the submitted documents.

In case multiple applicants chose the same shop/stall for allotment, the selection will be made through interview by a committee constituted for this purpose. One applicant may be the selected allottee for multiple shops. The decision of NKDA will be final in this regard.

### 7. Contact person of NKDA

Estate Manager I  
1<sup>st</sup> Floor, New Town Kolkata Development Authority,  
Administrative Building. Plot No - DG/13,  
Premises No - 04-3333, Action Area - ID,  
New Town, Kolkata – 700156  
Ph: 9434230477 e Mail ID: supervisor2@nkda.in

## 8. Eligibility conditions for agencies

Sl. No.	Eligibility Criteria	Document to be submitted
1	<ul style="list-style-type: none"><li>The applicant may be a Company, Partnership Firm or Sole Proprietorship Firm or individual</li><li>Applicant shall be a single entity</li></ul>	<ul style="list-style-type: none"><li>Documentary proof for business operation in India</li><li>Copy of Adhaar Card for individuals</li></ul>
2	The applicant must have experience of carrying out similar type of work that is operating any shop/retail business during the last 1 year	Documentary evidence of operating shop during last one year or more
3	The applicant should not have in the past 5 years, preceding the due date of this NIA, been i) Expelled from any contract by any government organization or public sector Unit ii) Barred by any government organization or public sector Unit	Undertaking in the format provided at Annexure A of this NIA document.
4	Other Mandatory legal documents <ul style="list-style-type: none"><li>Trade license</li><li>GST Certificate if any</li><li>Copy of PAN card</li></ul>	Copy of valid documents

All the above documents are to be submitted by e mail to supervisor2@nkda.in with subject line “ Application for shop spaces at different locations in New Town Kolkata”

## 9. Site inspection

All intending applicants are advised to visit the sites and inspect the status of the premises including the infrastructure, at their own cost before applying.

## 10. Observance of Acts, Rules and Regulations

All successful applicants will have to abide by the Acts, Rules and Regulations framed/to be framed from time to time by the Government of West Bengal or any subsidiary authority. If any dispute/ difference arises relating to allotment, the decision of the authority of NKDA shall be final and binding upon all. Any despite arising in respect of it shall be subject to the exclusive jurisdiction of the Kolkata High Court.

## **11. Special Terms**

- a) Technical applications are to be submitted by e mail to supervisor2@nkda.in with subject line " Application for shop spaces at different locations in New Town Kolkata" in a single mail within 5 PM on 10-04-2023. The acceptance of applications is not obligatory.
- b) Corrigendum, further notices and responses to queries if any will be published on the website <https://nkdamar.org> at the appropriate section.
- c) **The applicants will have to give their choice of shop(s) in the enclosed format at Annexure B**
- d) The intending Applicants shall clearly understand that whatever may be the outcome of the present invitation of Applications, no cost of Application shall be reimbursable by the Department. New Town Kolkata Development Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any applicant at any stage of application.
- e) Prospective applicants are advised to carefully note the minimum qualification criteria before submitting the applications.
- f) Conditional / Incomplete applications will not be accepted under any circumstances.
- g) During scrutiny, if it comes to the notice of the application inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that applicant would not be allowed to participate in the application and selection process and that application will be rejected without any prejudice.
- h) Before allotment, Application Inviting Authority may verify the credential and other documents of the qualified applicant if found necessary. After verification if it is found that the documents submitted by the applicant is either manufactured or false in that case the said applicant will not get any allotment under any circumstances and his/their application will be treated as cancelled.
- i) If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Application inviting authority
- j) The Application inviting and Accepting Authority will determine the eligibility of each applicant. The applicants shall have to meet all the minimum criteria as stipulated in relevant clauses of this NIA.
- k) The eligibility of an applicant will be ascertained on the basis of the document(s) submitted in support of the minimum criteria. If any document submitted by an applicant is either manufactured or false, in such cases the eligibility of the applicant will be rejected at any stage without any prejudice to take any penal action against him/them as may be deemed fit by the Application Accepting Authority.
- l) The address as furnished by the applicant shall be deemed as its postal address. Any notice or instruction to be given to the applicant under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his address as furnished.
- m) Participation in this NIA deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this Notice Inviting Application.
- n) Non Air Conditioned covered space for shop/stall purpose as described in the table of details of shops at "The Offer" section will be allotted on rental basis.

- o) Electricity will be available in the shops/stalls and electricity charge shall be borne by the licensee.
- p) The rights of the licensee will be limited to running the business of shop/stall as the case may be. Subletting or transfer of rights of any kind will be considered a violation of agreement of license and will lead to cancellation of license with forfeiture of security deposit and other payments made till the date of termination.
- q) The licensee shall obtain all sorts of licenses and permissions required for operating the business from the appropriate authority including but not restricted to food and fire safety requirements.
- r) On expiry of the tenure of tenancy of the shop(s)/stall the possession of the shop/stall will be handed over to NKDA on as taken in the beginning status. The tenant will get 15 days' time to remove his/her tools, plants, goods, machines and furniture after cessation of license . After 15 days, all movable assets inside the shop (s) shall vest to NKDA.
- s) NKDA, reserves the right to accept/reject any or all of the Applications without assigning any reasons thereof and the decision of NKDA would be final and binding on the Applicants.

#### 12. Schedule of dates

Sl. No.	Particulars	Date & Time
1	Date of uploading of NIA and other documents (online )	17-03-2023
2	Date, time and venue of pre bid meeting	24-03-2023 at 3:00 PM
3	Application submission start date (by e mail to supervisor2@nkda.in with subject line "Application for shop spaces at different locations in New Town Kolkata")	18-03-2023
4	Application Submission closing date (by e mail to supervisor2@nkda.in with subject line "Application for shop spaces at different locations in New Town Kolkata")	10-04-2023 upto 5:00 PM

*ARZ*  
16/03/2023  
Estate Manager I

New Town Kolkata Development Authority

Memo No.: 2701/1(5)/NKDA/ADMN(EM-I)-1222/1/2023

Dated : 16-03-2023

Copy forwarded for information to :

1. Finance Officer, NKDA
2. Administrative Officer-I, NKDA
- ✓ 3. System Manager, NKDA with a request to upload in NKDA website.
4. PA to Hon'ble Chairman, NKDA
5. PA to the Chief Executive Officer, NKDA

*ARZ*  
14/03/2023  
Estate Manager I

New Town Kolkata Development Authority

**Annexure - A**

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON NON JUDICIAL STAMP PAPER OF  
Rs. 100/- WITH REGARD TO BLACKLISTING/ NON- DEBARMENT**

**UNDERTAKING REGARDING NON- BLACKLISTING / NON – DEBARMENT**

for

applications for licensing shop spaces at different locations in New Town  
Kolkata

NIA No. ....

I Sri/Smt..... Son of/Daughter of/ wife  
of  
.....aged.....address.....PAN.....  
..... in my individual capacity / as authorized signatory on  
behalf of M/s.....with office  
at.....

Do hereby solemnly affirm that

1. I am / we are not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

2. I / we have neither been blacklisted from participation in any tender/quotation of WBHIDCO/NKDA/NKGSCCL/any office/organization earlier nor have record of default in payment of rent to HIDCO/NKDA/NKGSCCL during the last 5 years.

3. I / we have never been disqualified from running business earlier at WBHIDCO / NKDA allotted space due to non-observance of required terms and conditions and my/our letter of allotment/acceptance has never been cancelled by the Competent Authority for noncompliance with terms and conditions of engagement/allotment.

The above is true to the best of my/our knowledge and belief

For Self/ M/s -----

Authorized Signatory

Designation/self

Date:



**Annexure - B**

**Choice of shop (s)**

<b>No.</b>	<b>Location</b>	<b>Covered Area (Sq. ft.)</b>	<b>Type of space</b>	<b>Choice [Put √ against the chosen shop(s)]</b>
1	Community Centre 1 at action area I	270	Shop	
2	Community Centre 1 in Action Area I	270	Shop	
3	Community Centre 2 in Action Area II	400	Shop	
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10	Apur Sansar Park	77	Food stall	
11	Apur Sansar Park	77	Florist/gift shop	

**Name of the applicant**

**Signature of the applicant**