



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

INVITATION OF EXPRESSION OF INTERESTS

For USING SPACE ON REVENUE SHARING BASIS FOR ROLLER SKATING AT NEW TOWN PLAZA

Memo No. 4000/NKDA/Admn-168/2011

Date: 11.07.2017

It has been observed that there is growing demand for promoting Roller Skating activity in New Town Kolkata.

It has been decided by NKDA that New Town Plaza (Clock Tower) premises of NKDA will be allowed to be used for roller skating activities.

Expressions of Interests are hereby invited for using space for the purpose of Roller Skating at New Town Plaza (Clock Tower), New Town, Kolkata daily from 6 to 9 a.m. & 4 p.m. to 6 p.m. for a period of eleven months from different Roller Skating Agencies/Organisations/Institution/Trainer for the purpose of practice, training and competition etc. based on following financial model.

Financial Model:

Selected Agency/Organisation/Institution/Trainer will collect fees / charges from the participants. The entire cost for arranging training / practice/ competition etc. including all incidental cost shall be borne by the Agency/Organisation/Institution/Trainer. At least fifty percent of the fee so collected shall be the share of NKDA and shall have to be deposited to NKDA within seven days of collection. That eligible Agency/Organisation/Institution/Trainer will be selected who will quote the highest percentage of revenue share above fifty percent.

The selection will be done through two stages of competitive bidding process, i.e. Technical Bids (verification of eligibility) and the Financial Bids. The details of Eligibility Criteria, Information Memorandum, Criteria and Guidelines for Evaluation and other terms/conditions are stated below.

The eligible Agencies/Organizations/Institution/Trainer, interested in perform the activity may submit Technical and Financial bids in separate sealed envelopes, super scribing the title of the project i.e. "Submission of Expression of interest for Roller Skating (Technical Bid)" and "Submission of Expression of interest for Roller Skating (Financial Bid)" on respective envelop on or before 28.07.2017 at 3.00 p.m. to the Administrative Officer-II, New Town Kolkata Development Authority. In case the day falls on a holiday, the next working day will be considered as the last day and will be opened on next working day at 3 P.M in the presence of representatives of the bidder who will be willing to be present. The Authority reserves the right to reject or accept any or all the offers without assigning any reason.

Dated: 11.07.2017


Administrative Officer-II
New Town Kolkata Development Authority

Date & Time Schedule

| Sl No | Particulars | Date & Time |
|-------|--|-----------------------|
| 1 | Date of uploading of EOI. & other Documents | 11.07.2017 |
| 2 | Documents download start date | 11.07.2017 at 12 p.m. |
| 3 | Documents download end date | 24.07.2017 at 12 p.m. |
| 4 | Pre-Bid Meeting | 14.07.2017 at 12 p.m. |
| 5 | Bid submission start date | 12.07.2017 at 11 a.m. |
| 6 | Bid submission closing date | 24.07.2017 at 3 p.m. |
| 7 | Bid opening date for Technical Proposals | 25.07.2017 at 3 p.m. |
| 8 | Last Date of uploading list for Technically Qualified Bidder | 25.07.2017 at 5 p.m. |
| 9 | Date for opening of Financial Proposal | 26.07.2017 at 3 p.m. |

INFORMATION MEMORANDUM FOR USING SPACE ON REVENUE SHARING BASIS FOR ROLLER SKATING AT NEW TOWN PLAZA

Scope of Work

NKDA's Role & Scope –

For the roller skating daily sessions as per schedule i.e. from 6 to 9 a.m. & 4 p.m. to 6 p.m., NKDA will take necessary steps to allow entry of trainers / arrangers / trainees / participants and other authorized persons to the premises of the New Town Plaza and will allow to skate freely for practice, training and competition. NKDA will provide Security and Maintenance of skating floor and lighting.

Authority & Agency will issue identity card in joint signature to the participants and monitor day to day attendance of the trainee.

NKDA will have the right to inspect the enrolment registers, accounts and other documents at least once in a month and if necessary more frequently.

INFORMATION TO APPLICANTS: Terms & Conditions:

The Authorities invites EoI from prospective agencies to put the **highest percentage of share of collected fees charges above 50% as NKDA's share.**

There should not be outside food or drink allowed.

There should be strict vigil by the Agency/Organisation/Institution/Trainer in order to avoid any type of accident during the training period.

- i. If any accident occurs during the roller skating practice / training / competition / events NKDA shall not be held responsible for that.
- ii. Kids below 4 yrs of age shall not be allowed for skating. The Agency/Organisation/Institution/Trainer shall have to ensure.
- iii. No roller skating activity shall be allowed without presence of qualified trainer/s. The Agency/Organisation/Institution/Trainer shall have to ensure.
- iv. No intoxicated persons shall be allowed in the premises. The Agency/Organisation/Institution/Trainer shall have to ensure.
- v. Dress Code should be followed by trainer during training period.
- vi. Floor Rules to be observed and supervised by trainer during training period.
- vii. One CV of Trainer/s (as per format enclosed) along with consent of the trainer/s is to be placed in the envelop for Technical Bid.
- viii. Joint Venture Company will not be entertained.
- ix. The successful applicants should sign an agreement with the Authority.
- x. Both the parties are required to give notice at least one month in advance, if any of the party intends to close the assignment. However, the authority reserves the right to terminate agreement unilaterally without giving any prior notice if any terms and conditions are violated.
- xi. Interested Applicants can inspect the space mentioned above before submission of bid.
- xii. In case of any ambiguity in the interpretation of the conditions of the EOI, decision of this Authority shall be final.

Two envelope procedure -

- (i)** The bid shall comprise a single package containing two separate sealed envelopes. One envelope shall contain the technical documents related to eligibility and the other envelop will contain the financial proposal;
- (ii)** The envelopes shall be marked as “FINANCIAL PROPOSAL” and “TECHNICAL PROPOSAL” in bold and legible letters to avoid confusion;
- (iii)** Initially, only the envelope marked “TECHNICAL PROPOSAL” shall be opened;
- (iv)** The envelope marked as “FINANCIAL PROPOSAL” shall be retained in the custody of Authority without being opened;
- (v)** Authority shall verify the technical proposal in a manner without reference to the price and reject any proposal which does not conform to the specified requirements;
- (vi)** During verification of the technical documents no amendments in the technical proposal shall be permitted;
- (vii)** After the verification and approval of the technical proposals, Authority shall open the financial proposals of the technically accepted bids only. The financial proposals of bids found technically non-responsive shall be deemed cancelled/shall not be entertained.

The Technical Proposal (documents to be submitted) -

- 1 A Staffing pattern including the trainer and management personnel should be furnished by the bidder.
- 2 CV of the trainers is to be furnished along with consent of the trainer/s.

- 3 Details of experience of trainer/s of last 2 years to be furnished.
- 4 In case of Institution/Organisation, Registration Certificate of appropriate authority to be furnished.
- 5 The Technical Proposal shall not include any financial information. Technical Proposals containing financial information shall be declared non responsive.
- 6 Eligibility document of applicant as mentioned below.
 - a Self attested copy of IT PAN card of the applicant needs to be submitted.
 - b An earnest money of amounting Rs.10,000.00 to be submitted in demand draft / bankers cheque drawn in favour of New Town Kolkata Development Authority payable at Kolkata.

FINANCIAL PROPOSAL

All information provided in Financial Proposal will be treated as confidential. The Financial Proposal must be submitted in hard copy. Bidder should keep in mind that minimum revenue sharing will be reserved at 50:50 basis. Bidders quoting maximum percentage from reserved price will be qualified.

ELIGIBILITY OF APPLICANTS

The Applicants should satisfy the following criteria for eligibility to submit EOI :
Applicants should have minimum two years experience in relevant field. Certificate issued by any relevant Institution/Association may be produced.

SCHEDULE OF PAYMENT

EMD for an amount of Rs.10000/- through Demand Draft drawn in favour of "New Town Kolkata Development Authority" payable at Kolkata shall have to be deposited by the Agency at the time of submission of bid which will be converted into security deposit in case of successful bidder. The earnest money of other bidders will be refunded without any interest.

AWARD OF CONTRACT

After completion of EOI procedures, the Authority shall award the contract to the selected Agency and promptly notify the other Agencies who submitted Proposals that they were unsuccessful.

TERMS FOR EXECUTION OF THE ASSIGNMENT

- The Agency shall be fully responsible for the maintaining play area and supervision of the participants in play area. Performance of Roller Skating shall be completed by the Agency within schedule time allotted for skating.
- The Agency shall not make any damage, alterations of the play area.
- The Agency shall exercise all reasonable skill, care and diligence in the discharge of his duties and shall exercise such general superintendence and inspection with regard to trainees / participants as may be necessary.
- In the event of the Agency closing its business, the Authority shall have the power to employ the another Agency for the remaining period.
 - The bid Validity period is 90 days.

LEGAL REMEDIES

In case of any dispute arises and need any judicial intervention, it will be subject to the jurisdiction of the Calcutta High Court and its associates.

DISCLAIMER

All information contained in this, Expression of Interest (EOI) subsequently provided / clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any party. Each applicant should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this Expression of Interest keeping in view the climatic conditions of the region. Applicants should make their own independent investigation in relation to any additional information that may be required. Applicant should make their own due diligence of the space provided for at their own.

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF (Trainer)

Proposed Position: _____

Name of Firm (If trainer himself is the applicant then not applicable):

Name of Trainer: (1) _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

Educational Qualification:

Publications, if any:

Copy of PAN card or Voter Card of the trainer to be attached

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experience, and me.

Date:

(Signature of the Trainer)

(Signature of the Applicant)

B O Q

**Name of Work: USING SPACE ON REVENUE SHARING BASIS FOR
ROLLER SKATING AT NEW TOWN PLAZA**

**Tender inviting Authority: Administrative Officer-II, New Town Kolkata
Development Authority, New Town Kolkata.**

Memo No. 4000/NKDA/Admn-168/2011

Date: 11.07.2017

| Sl. | Description of Work | No or Qnty | Period | Reserved Price | Amount to be quoted in percentage of total fees/ charges collected |
|-----|---|--------------------------|-----------|--|--|
| 1 | HIRING OF SPACE FOR PRACTICE/TRAINING/ COMPETITION OF ROLLER SKATING AT NEW TOWN PLAZA | 1 (Entire paved Area) | 11 months | 50% of total revenue (Fees /Charges etc.) earned | |

Name of the Bidder:

Address:

(Signature of the Applicant)