

# 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: 8872 /NKDA/NTBC/GM/2023-2024

Dated: 14-09-2023

## NOTICE INVITING EXPRESSION OF INTEREST (EOI): 08/GM/NKDA/NTBC of 2023 - 2024

New Town Kolkata Development Authority (NKDA) invites an Expression of Interest (EOI) from eligible & reputed Trainers / Agencies for **Engagement of Skating Trainers (Male / Female) in New Town Business Club** by way of offering response in the prescribed format as appended hereto in Annexure – I. All information contained in this EOI & that will be subsequently provided/clarified are in good interest and faith. The applicants should also make their own independent investigation in relation to any additional information that may be required. This is not an arrangement and is not an offer or invitation to enter into an agreement of any kind with any party and the information provided at this stage is merely indicative. The Responsive Applicant(s) shall abide by the Rules & Regulations of New Town Kolkata Development Authority

The sealed documents (Annexure – I) duly filled up & signed) should be addressed to The General Manager, New Town Business Club. EOI received after stipulated time and date shall be rejected summarily. EOI document will be issued to the Bidder free of cost

### **PERIOD OF ENGAGEMENT: 11 (eleven) months**

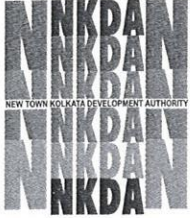
SI No	Particulars of Work	Period of Contract	Revenue Sharing Ratio
1	Multiple Skating Trainers (Male / Female) having requisite qualification criteria as given in para 8 below	11 (eleven) months from the date of signing the Agreement	Monthly Fees for trainees' (Beginner) would be Rs.700.00 (inclusive of GST) each and for trainees' (Intermediate / Advance) the fees would be Rs.1200.00 (inclusive of GST) each. The monthly revenue collected would be shared in the ratio of <b>51%:49%</b> between NKDA and the Trainer / Agency respectively after deduction of GST @ 18%

### **IMPORTANT DATES:**

SI No	Particulars	Date & Time
1	Last Date & Time of issue of EOI documents	22/09/2023 up to 2:00PM
2	Last Date & Time of submission of EOI documents	26/09/2023 up to 3:00PM
3	Date of opening of EOI documents	26/09/2023 up to 4:00PM

### **SCOPE OF WORK & CONDITIONS:**

1. The concerned Trainers / Agencies will have to make arrangements as per request of the Members of NTBC / residents of New Town to train skating. It would be ensured by the Authority that each trainer gets equal share of classes in a week (combining day and evening classes)
2. For unallotted classes, other skaters are permitted to come and utilize the Skating Rink on payment of requisite fee as laid down by the Authority. Only empanelled coaches are permitted to enter the Skating Rink / Premises
3. Business Club members / their wards are allowed to practice with or without the presence of trainers free of charge without causing disturbance to the others trainees. In case of disturbance the ward of the Member



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would be requested to practice in the available time of other slot

4. New Town Kolkata Development Authority will under no circumstances be held responsible and will bear no financial liabilities

5. The Trainers / Agencies will have to adhere strictly to the rules and regulations of the New Town Kolkata Development Authority in all regards

6. The Authority reserves the right to terminate any or all agreements at any point of time without assigning any reason thereof. The contract may be rescinded at any point of time due to bad conduct / work which will be evaluated by the Authority

7. Each page of the requisite documents must be stamped and signed by the person or authorized persons submitting the bid in token of his / their having acquainted himself / themselves and accepted the entire bid documents including various conditions. Any Bid with any of the documents not so signed is liable to be rejected at the discretion of the Authority. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS BIDDING DOCUMENT**

8. Qualification criteria of Trainer:

- a) At least 3 years' experience as a Skating Trainer
- b) As given in Annexure - I

9. The revenue collected each month by way of training fees of students will be shared between NTBC and the selected Trainers / Agencies in the ratio of **51%:49%** respectively after deduction of GST @ 18%. The payment to the Trainer / Agency will be made after completion of each month within 10 (ten) working days of the following month by way of a crossed cheque drawn in favour of the Trainer / Agency or by online transfer

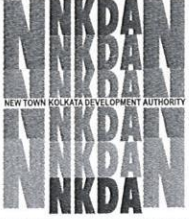
10. All students will pay the fees due to them by card / online transfer / UPI to New Town Business Club by the 5<sup>th</sup> of each month, students failing to pay would be debarred from training for that month. The same student may however join the class next month after paying the requisite fees to NTBC

11. After having been selected as successful Trainers / Agencies on written intimation, they shall have to enter into an Agreement with GM, NTBC in duplicate on non-judicial stamp paper of Rs 10.00 (Rupees Ten), the cost of which would be borne by the Trainer / Agency. The Trainer / Agency shall be bound by the terms and conditions of contract to be executed along the specifications as enumerated. The Agreement / Deed of Contract shall be valid for a period of 11 (eleven) months from the date of signing the same. The Agreement can be renewed afterwards on mutual consent

13. The Bidder shall not be permitted to withdraw or modify the terms and conditions thereof

14. If the Authority is not satisfied by performance of the manpower, then replacement manpower to be provided within 07 (seven) days, failure of which will lead to termination of the Contract by the Authority

  
**General Manager**  
**New Town Business Club**  
**for New Town Kolkata Development Authority**



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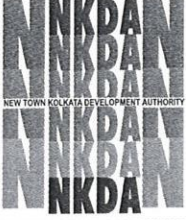
Memo No: 8872/1(5)/NKDA/NKDA/GM/2023-2024

Dated: 14-09-2023

Copy forwarded for information and necessary action to:

1. Chief Executive Officer, NKDA
2. Finance Officer, NKDA
3. P.A to Hon'ble Chairman, NKDA
4. Office Notice Board
5. ✓ Official Website of NKDA ([www.nkdamar.org](http://www.nkdamar.org))

  
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(Ref No: 8872/NKDA/NTBC/GM/2023-2024 dated: 14-09-2023)

## ANNEXURE - I


### TECHNICAL BID DOCUMENT

Mandatory details to be provided with seal & signature

SL No	Particulars	
1	Name of the Bidder / Firm / Agency, Office Address, Telephone No, Fax No, Mobile No, E- mail	Copies shall be enclosed
2	Valid Trade License	Copies shall be enclosed
3	Permanent Account Number	Copies shall be enclosed
4	Valid Professional Tax Registration Certificate / Challan paid in last 6 months	Copies shall be enclosed
5	Experience certificates as required.	Copies shall be enclosed
6	NOC from New Town Police Station	Copies shall be enclosed
7	All the bid document and Corrigendum / Amendment (if any)	Signature & stamp on bid document

A declaration must be submitted along with the above-mentioned documents under the letter head of the Bidder bearing the effect that the Bidder hereby undertakes to follow all the norms as specified in the EOI Notice

(Name and Signature of Bidder / Tenderer with stamp of the Firm)

  
**General Manager**  
**New Town Business Club**  
**for New Town Kolkata Development Authority**