



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. 251/NKDA/ADMN.(EM) – 1204/2023

Date: January 5, 2023

Notice inviting application for running shops from 3 (Three) kiosks on Smart Street in front of Mela Ground at Action Area I in New Town Kolkata

Applications are hereby invited from eligible experienced agencies for running 3 kiosks on smart street in front of mela ground in Action Area IC for selling flowers/Tea and snacks/Fresh fruits/Fruit juice.

Each covered kiosk measuring 8feet x 6 feet is ready for use as florist/snacks bar/tea stall/ juice and fresh fruit stall. The three kiosks are situated on the grade separator between the Smart Street and service road of Biswa Bangla Sarani. The precise location of the kiosks are as follows:

1. To the South of Mela Ground opposite Water ATM
2. To the South of Swapna Bhore Gate No. 1, situated on the East side of the pathway to Gate number 1 of Swapna Bhore Park.
3. To the South of Swapna Bhore Gate No. 1, situated on the West side of the pathway to Gate number 1 of Swapna Bhore Park.

Applications are to be submitted in the enclosed format signed and scanned copy to be e mailed to ntcontrolcenter@nkda.in with subject line “ **Application for running shops from kiosks at Smart Street in front of Mela Ground**” with documents as mentioned in the application format on or before **5 PM on 24th January 2023**

Alternatively, the signed hardcopy of the application with all relevant documents may be submitted in a sealed envelope addressed to **Estate Manager, New Town Kolkata Development Authority, Administrative Building. Plot No - DG/13, Premises No - 04-3333, Action Area - ID, New Town, Kolkata – 700156** at the reception section of New Town Kolkata Development Authority on or before **5 PM on 24th January 2023**. The sealed envelope has to be superscribed “ **Application for running shops from kiosks at Smart Street in front of Mela Ground**” “

Eligibility:

1. Companies, Proprietorship firms, Partnership firms, NGOs, Registered Self Help Groups, individuals
2. Should have experience of running shops.
3. Should have valid business office/business address in Kolkata region.

Selection Method:

Selection will be made against valid application form submitted to NKDA. The allotment will be made on first come first served basis among valid applicants. If for any kiosk, more than one application is received, the application shall be reviewed by a technical committee to be constituted for the purpose. The applicants may be required to present before the technical committee their business plan for utilization of the kiosks. The selection will be made on the basis of the presentation. Weightage will be given for experience of successful running of shops preferably in New Town. Decision of the technical committee will be final and binding upon all concerned.

Terms and Conditions:

1. The Selected agency will enter into an agreement with NKDA within 15 days of intimation of selection for operation of business from the kiosk (s).
2. The allotment will be initially for a period of 11 months which may be extended for 2 further terms of 11 months each subject to satisfactory performance and on mutual agreement. The first right of refusal will however be reserved by NKDA.
3. The selected agency will have to pay rent of Rs.17 (Rupees seventeen only) per square feet of covered area per month amounting to a total of Rs.816 (Rupees eight hundred and sixteen only) plus applicable GST per month in advance within first 7 working days of the operative month. Rent will be increased by 3% on each instance of extension of agreement.
4. The selected agency will have no right and title over the kiosk at any point of time. Its right will be limited to that of a licensed operator of business from the kiosk (s).
5. The rent for two months will have to be paid in advance before entering into the agreement for the operation of the shops.
6. Application with relevant documents towards renting of the shop spaces will be considered upon selection based on evaluation of documents submitted
7. 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.
8. 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.
9. The agencies who have been disqualified from running their business earlier at HIDCO/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.
10. 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.
11. Sufficient fire safety measures should be arranged by the agency and the agency should be arranged by the agency and the agency should obtain Fire License if required for the type of business.
12. The waste materials generated out of the running of the shops/stall 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.
13. The selected agency shall be bound to comply with the requisition and direction of the authorized representatives of NKDA
 14. 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.
 15. The shop premises shall not be used for sale of any kind of alcoholic beverages. 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, guthka or paan masala shall be sold or distributed from the shops under any circumstances.
 16. The licensee/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.
 17. Sub-letting of the shop/stall spaces will not be allowed
 18. 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.
 19. 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.
 20. 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.
 21. GST on prevailing rate on commercial rent has to be paid by the successful applicant throughout the tenancy period.
 22. The agreement can be terminated with 30 days' notice in case of irregularities/under performance/ nonperformance / nonpayment of monthly license fee/ suppression of facts.
 23. 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.
 24. Corrigendum, further notices and responses to queries if any will be published on the website <https://nkdamar.org> at the appropriate section.
 25. The applicants will have to give their choice of shop(s) in the enclosed format at Annexure B
 26. The intending Applicants shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding 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 Tenderer at any stage of Bidding.
 27. Prospective applicants are advised to note carefully the minimum qualification criteria before submitting their application.
 28. Conditional / Incomplete application will not be accepted under any circumstances.

29. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that applicant would not be allowed to participate in the tender and that application will be rejected without any prejudice.
30. Before allotment, NKDA Authority may verify the credential and other documents of the qualified tenderer 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 offer will be treated as cancelled.
31. If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority
32. The tender 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 NIT.
33. The eligibility of a applicant will be ascertained on the basis of the document(s) submitted in support of the minimum criteria. If any document submitted by a applicant is either manufactured or false, in such cases the eligibility of the applicant / tenderer will be rejected at any stage without any prejudice to take any penal action against him/them as may be deemed fit by the Tender Accepting Authority.
34. 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.
35. Participation in this tender deems that the applicant is fully agreeable to abide all terms and conditions as stated in this Notice Inviting e tender.
36. Electricity will be available in the shops/stalls spaces and electricity charge shall be borne by the tenant.
37. The rights of the tenant 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 tenancy and will lead to cancellation of tenancy with forfeiture of security deposit and other payments made till the date of termination.
38. The licensee/tenant 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.
39. On expiry of the tenure of tenancy of the shop(s)/stall space the possession of the shop/stall space 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 tenancy. After 15 days, all movable assets inside the shop (s) shall vest to NKDA.
40. 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.



Estate Manager IV
New Town Kolkata Development Authority

^{1/1(5)}
Memo No. 251/NKDA/ADMN.(EM) – 1204/2023

Date: January 5, 2023

Copy forwarded for information to

1. CEO, NKDA
2. FO, NKDA
3. ~~EE~~, NKDA
- ✓ 4. SM, NKDA with request to upload on official website of NKDA
5. PA to Hon'ble Chairman, NKDA for kind information to the Hon'ble Chairman


Estate Manager IV
New Town Kolkata Development Authority

ANNEXURE A

Format for application for running shops from 3 (Three) kiosks on Smart Street in front of Mela Ground at Action Area I in New Town Kolkata

Name of the applicant	
Full address of applicant	
E mail ID	
Contact Mobile number	
GST Number (If applicable)	
PAN	
Address of existing shop or retail business	
Status {Company/Individual/NGO/Partnership firm/others (please mention)}	

I am the <designation/self> of < Name of the applicant organization/individual> and authorized to sign documents on behalf of < Name of the organization/self> The above information is true to the best of my knowledge and belief. On behalf of the applicant I hereby declare that I/we will abide by all the terms and conditions of the notice inviting application. We understand that the decision of NKDA shall be final in selecting the agency for running shops from 3 (Three) kiosks on Smart Street in front of Mela Ground at Action Area I in New Town Kolkata

Signature

Designation /self

Enclosures

- i. Self-attested copy of registration in case of organizations
- ii. Self-attested copy of trade license showing existing shop/retail business
- iii. Self-attested copy of PAN card
- iv. Self- attested copy of GST registration if applicable
- v. Self-attested copy of document showing proof of address (electric bill/postpaid telephone bill/property tax receipt/ rent agreement/allotment letter if trade license is for a location outside Kolkata region) in the name of the applicant.

Annexure - B

Choice of shop (s)

Applicants may have multiple choices

Sl. No.	Location	Covered Area (Sq. ft.)	Type of shop	Choice [Put \checkmark against the chosen shop(s)]
1	To the South of Mela Ground opposite Water ATM	48	Tea and snacks	
2	To the South of Swapna Bhore Gate No. 1, situated on the East side of the pathway to Gate number 1 of Swapna Bhore Park	48	Fruit and fruit juice shop	
3	To the South of Swapna Bhore Gate No. 1, situated on the West side of the pathway to Gate number 1 of Swapna Bhore Park	48	Florist shop	

Name of the applicant

Signature of the applicant