



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 7867/NTBC/NKDA/Admn-017/2017 (I)

Dated: 8/10/2019

NOTICE INVITING QUOTATIONS

NIO No.19/NTBC/NKDA of 2019 (2nd Call)

New Town Business Club (NTBC) invites sealed quotations from reliable Confectioner/Bakery Manufacturing Organisations/firms/agencies having sufficient experience in running a Confectionary/Bakery Outlet in Government Departments/Semi-Government/Public Undertaking/other organisations/Markets for running a Confectionary/ Bakery Outlet selling all kinds of cakes, pastries, patties, biscuits etc. for 6 days in a week (Monday off) from 8:00 a.m. to 09-00 p.m. at the space provided (more or less 192 Sq.Ft.) between Conference Room and Gym at the ground floor of Annex Building within the premises of New Town Business Club, New Town, Kolkata as per schedule and terms and conditions furnished below:

Particulars of food items to be served	Tenure of License	Reserve Rent per month	Rent offered per month
Confectionary/ Bakery items like Cakes, Patties, Pastries, Snacks and Biscuits etc.	11 months on Leave & License basis.	Rs.10,368.00 (Rupees thirteen thousand three hundred sixty eight) only	Rs..... (Rupees..... ...) only

1. Important Dates:

Last date of submission of quotations 07/11/2019 upto 6-30 P.M.
Date of opening 08/11/2019 at 3:00 P.M.

2. The sealed bidding documents should be addressed to the General Manager, New Town Business Club, Street-90, Action Area-1A, Block-AE, New Town, Kolkata-700156 and must be submitted at that office address. Bids received after stipulated time and date shall be rejected summarily.

Documents to be submitted:

1. Copy of valid Trade License.
2. Copy of FSSAI License of Company/Manufacturer/Agency.
3. Proof of existing establishment and experience.
4. Copy of GST Registration Certificate.

General Conditions:

1. Incomplete or Conditional quotation will not be entertained and will be summarily rejected.
2. Each applicant should submit his rates after conducting proper investigation and inspection and assess probability of sell/ profitability of the items to be sold on any working day (except Monday) with due intimation to the GM, NTBC.
3. The space (more or less 192 Sq. Ft.) between Conference Room and Gym at the ground floor of Annex Building within the premises of New Town Business Club, proposed to be given for running Confectionary/Bakery Outlet. Only Confectionary/Bakery items to be sold.
4. The space will be given on monthly rent basis and highest bidder over & above the Reserve Rent will be awarded contract for running the Confectionary/ Bakery Outlet.

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5. The successful bidder shall have to deposit the total rent for the tenure of 11 months, in advance, within 15 days of issue of LoI after which formal Work Order will be issued.
6. The space proposed to be given for running Canteen on 11 months Leave and Licence basis. A bipartite agreement is to be executed on a Stamped paper of Rs.100/- within 15 days of issue of Letter of Intent (LoI) after which formal Work Order will be issued. The cost of stamp paper would be borne by the tenant.
7. Timings – 8.00 a.m. to 09-00 p.m. Overnight stay for staff will not be allowed in any way.
8. The successful bidder (Tenant) shall not transfer or sublet the space. The Tenant shall neither himself/herself use and store any intoxicants in the space provided to him/her nor permit others to do so.
9. In addition to rent amount, electricity charges are to be paid extra as may be fixed.
10. The Licensed premises shall only be used by the Licensee for the purpose for which it will be given on rent. The Licensee shall not claim any tenancy right and shall not have any right to transfer and sublet or grant any license or sub-license in respect of the licensed premises.
11. The undersigned reserves the right to accept or to reject any or all the quotation papers without assigning any reason whatsoever and even not bound to accept the lowest quotation.
12. Applicants should make their own independent investigation in relation to any information that may be required. Information provided at this stage is merely indicative. The Responsive Applicant(s) shall abide by the Rules and Regulations of New Town Business Club and New Town Kolkata Development Authority.
13. The selected Company/Manufacturer/Agency will have to make their/ his /her arrangements to set up the stall at the space allotted by NTBC for the purpose according to the need including arrangement of interior decoration, engagement of sales persons etc.
14. The selected Company/Manufacturer/Agency has to ensure that no damage would be caused to the site. In case of any damage cost of repair / replacement / restoration as would be fixed by the concerned authority would have to be borne by the tenant.
15. The selected Company/Manufacturer/Agency would be responsible for the quality of food sold and the New Town Business Club would not be liable in any way for any substandard product if sold. It would be the sole responsible of the Company/Manufacturer/Agency for any product sold through its outlet.
16. In case of violation of any of the terms & conditions the tender inviting authority or NKDA would have the right to terminate the contract forthwith without assigning any reason thereof.
17. This Authority has the power to cancel the agreement by giving 15 days' notice if any serious complaint is received against the conduct and behaviour of the tenant or his servants or failure to pay rent in stipulated time.


**General Manager,
New Town Business Club.**