

**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 700156

**Memo No.** 1214/NKDA/Engg/EE-I-85/2022  
**Date**

**Dated : 03-02-2023**

Request for Proposal for Letting Out space at ground floor of NKDA Administrative Building for Operation of Bank Branch

Notice Inviting RFP No. : RFP/01/EM – IV/NKDA/2022-23

Memo No. 845/NKDA/Engg/EE – I – 85/2022 date: 20-01-2023

**Response to pre bid queries and pre bid suggestions**

Sl.No.	Reference to RFP	Query/suggestion	Response/Decision
1	Terms of engagement: (Paragraph a.iii.)	What is the periodicity of enhancement of lease rent?	Rent will be increased by 15% after expiry of every three years.
2		How will be the cost of registration towards stamp duty etc. be shared between the lessor and the lessee?	The registration cost will have to be borne entirely by the lessee.
3		Vault, Ladies' and Gents' toilets will have to be constructed. Who will construct these?	Vault to be set up by the lessee at their cost in any of the two rooms available within the leased out space. Two existing toilets at ground floor of NKDA Administrative Building may be used at no extra cost.

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4		The glass facade of the space needs to be protected with strong structure (masonry wall/steel grill) who will put this up?	May be put up inside the space at the cost of the lessee.
5		What is the operational hours for the ATM?	Operational hours are to be decided by the lessee in accordance with their business policy and RBI rules.
6	General Instructions for online bidding {Paragraph b.(a)}	Please provide a standard format for pre-qualification application.	Provided as annexure A to this document
7		Original documents for Banking License, GST certificate may not be possible to be produced in original for verification	Certification by a director/authorized signatory of the bank may be sufficient to affirm the genuineness of the document.
8		Trade license for the space under bid may be available only after setting up of business. How the trade license can be submitted?	Copy of trade license of the bidder for any branch in Kolkata/Bidhannagar/New Town area will be accepted.
9		Cash van may be required to be stationed for few minutes at branch gate during office hours. Kindly allow.	Will be allowed. Details will be mutually worked out after operation of branch starts.
10	Special Conditions ( Paragraph F.7.)	What is the time within which bank branch operation has to be started within two months or within 30 days of signing the contract for lease?	This is a typing error. Inconvenience is regretted. Please read as "Bank will have to start operation of the Bank Branch and ATM within two months (60 days) of signing the contract for lease" instead of "Bank will have to start operation of the Bank Branch and ATM within two

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			months (30 days) of signing the contract for lease”
11	Obligations on NKDA (Paragraph b.v.)	Adequate space for installation and servicing of pole for VSAT/Radio Antenna will be provided on the rooftop of the branch space or the rooftop of NKDA Administrative Building?	On the rooftop of main NKDA administrative building that is on top of 4 <sup>th</sup> floor. Exact position to be decided on mutual agreement keeping technological needs under consideration.
12		Which are the newspapers in which this tender notice was published?	The notice inviting proposals has been published in Sanmarg on 21 <sup>st</sup> January 2023; Millenium Post on 21 <sup>st</sup> January 2023; Ajkaal on 21 <sup>st</sup> January 2023.
13		Kindly provide a layout plan of the space to be leased.	Copy of ground floor plan of building with the space to be leased demarcated is uploaded now.
16		Is there any target date for starting the branch operation?	No such target date. However, rent will be charged after 60 days from the date of possession or agreement whichever is earlier.
17		The glass door at the backside of the space opening to another office space needs to be blocked.	There is no glass door in the fixed glass wall. If required, the lessee may put up steel grill or masonry wall blocking the glass panes at its own cost.
18		What is the thickness of the RCC floor slab at the top of basement separating the bank space from the basement?	200 mm (Two hundred Millimeter)

SI.No.	Reference to RFP	Query/suggestion	Response/Decision
19		Whether NKDA will provide RCC vault /strong room having minimum 120 square feet space.	Vault to be set up by the lessee at their cost in any of the two rooms available within the leased out space
20		Whether staff and officers will get parking space for their cars?	Yes at the adjacent parking lot during banking hours.

  
**Estate Manager IV**  
**New Town Kolkata Development Authority**

## ANNEXURE A

### Letter of Submission of Technical Proposal for prequalification (On Applicant's letter head)

(Date and Reference)

**Sub: Request for Proposal for Letting Out space at ground floor of NKDA Administrative Building for Operation of Bank Branch**

**Dear Sir,**

With reference to your RFP Document dated 20<sup>th</sup> January 2023, I/We, having examined all relevant documents and understood their contents, hereby submit our Proposal for selection of lessee for at ground floor of NKDA Administrative Building for Operation of Bank Branch. The proposal is unconditional and unqualified.

1. I/We acknowledge that the Authority will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the lessee, and we certify that all information provided in the Proposal is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of appointment as the lessee.
3. I/We shall make available to the Authority any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the Authority to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
5. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
6. I/We declare that:
  - a) I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the Authority.
  - b) I/We do not have any conflict of interest in accordance with Clauses of the RFP Document.

c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in Clause of the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State and

d) I/We hereby certify that we have taken steps to ensure that , no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

7. I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the Lessee, without incurring any liability to the Applicants.

8. I/we certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Lease for the Bank Branch space or which relates to a grave offence that outrages the moral sense of the community.

9. I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates,

10. I/We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority and/ or the Government of India or Government of West Bengal in connection with the selection of Lessee or in connection with the Selection Process itself in respect of the above mentioned tender.

11. I/We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the lease is awarded to us or our proposal is not opened or rejected.

12. I/We agree to keep this offer valid for 180 (one hundred and eighty) days from the date of opening of the financial proposal for this RFP.

13. A Power of Attorney in favour of the authorized signatory to sign and submit this Proposal and documents is attached herewith.

14. In the event of our Bank being selected as the Lessee, we agree to enter into an Agreement in accordance with the terms of the RFP.

15. In the event of our Bank being selected as the Lessee, I/we agree and undertake to utilize the leased out space in accordance with the provisions of the RFP .

16. I/We have studied the RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the Authority or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Lease.

17. The Financial Proposal is being submitted in a separate cover. This Technical Proposal read with the Financial Proposal shall constitute the Proposal which shall be binding on us.

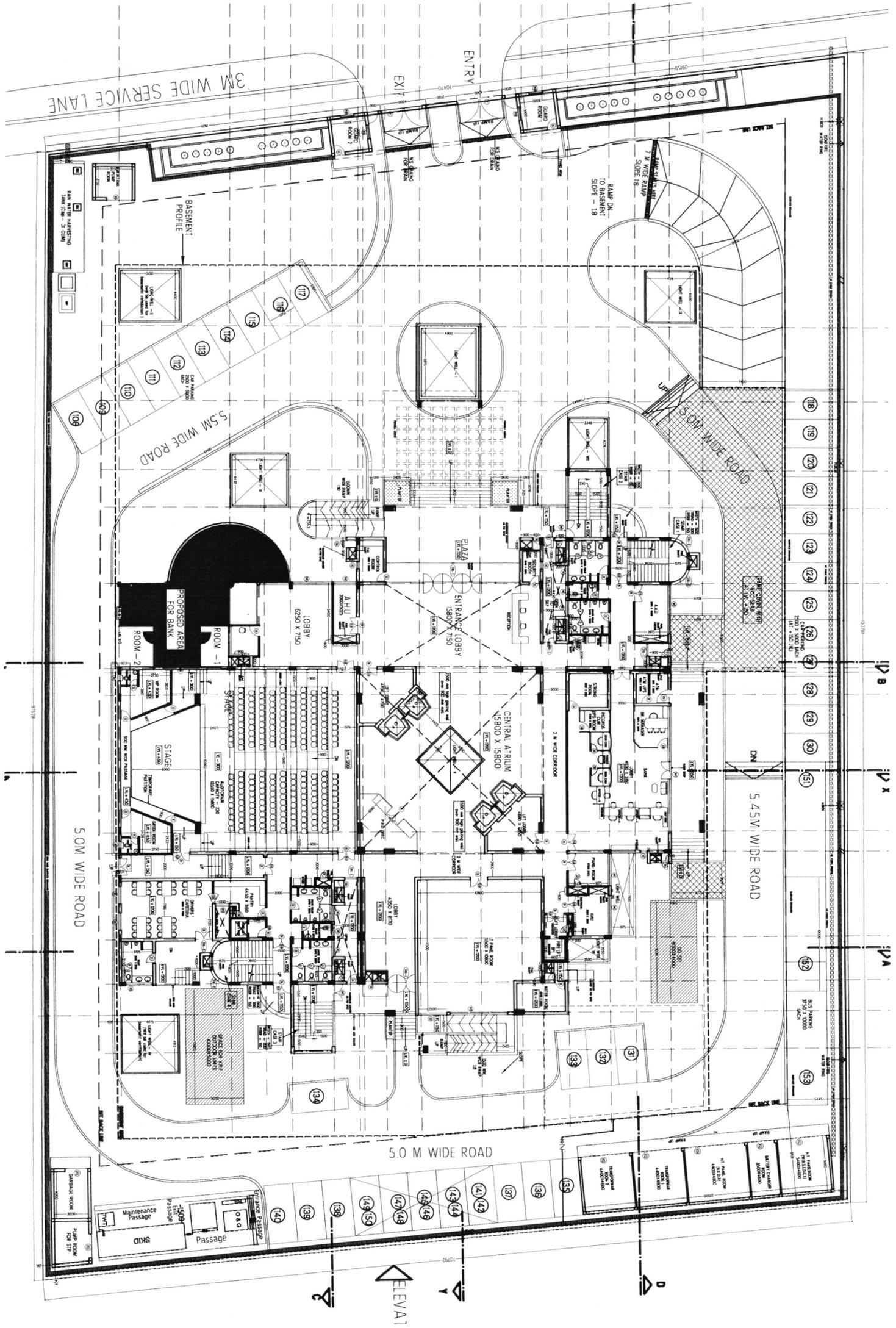
18. I/We agree and undertake to abide by all the terms and conditions of the RFP Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name seal of the Applicant Organization)



ELEVATI



REG. BUILDING  
3700 X 7000  
MARCH

CL. FINISH  
2500 X 5000 MARCH  
141 X 7500 MARCH