



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. 13342/NKDA/EM-Comnty Market/24/2024

Dated : 27-02-2024

Notice inviting application for running shops from shop spaces in Sensory Park on Street Number 532, Action Area II, New Town, Kolkata

Under Smart City Mission, New Town Kolkata Development Authority has built a Sensory Park targeted particularly to the development of children with special needs on a plot of land measuring more or less 2 acres. This park is expected to develop into a major site of attraction for children and fees. Apart from play areas and garden for children there will be food court with six food stalls and gift shop. The food stalls are supported by common facilities of kitchen, washing area and dry as well as frozen store area. The gift shop is supported by store and back office facilities. The licensee for food stalls will get proportionate area share of the common facilities.

Applications are hereby invited from eligible experienced agencies for running six food stalls and one gift shop in the Sensory Park on Street Number 532, Action Area II, New Town, Kolkata.

Each food stall measuring more or less 2.25 meter x 3.25 meter (7 feet x 11 feet) and the gift shop measuring more or less 6 meter x 9.45 meter (20 feet x 31 feet) are ready for fitment.

Applications are to be submitted in the enclosed format signed and scanned copy to be e mailed to supervisor2@nkda.in with subject line "Application for running shops from shop spaces in Sensory Park on Street Number 532, Action Area II, New Town, Kolkata" with documents as mentioned in the application format on or before 5 PM on ... 13th .. March, 2024

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 13th March 2024. The sealed envelope has to be superscribed "Application for running shops from shop spaces in Sensory Park on Street Number 532, Action Area II, New Town, Kolkata"

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 the basis of an interview by a committee constitutes for this purpose amongst valid applicants. 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.

Application money (Non-refundable):

All applicants will have to deposit Rs.1000 (Rupees one thousand only) as application money in favour of New Town Kolkata Development Authority (Bank Name: Canara Bank, Account No: 95253070004652, IFSC: CNRB0019525) via online/offline mode for each shop space applied for. Copy of the same has to be mailed to supervisor2@nkda.in to NKDA with other documents and the original has to be deposited to NKDA when asked for.

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 shop (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 license fee of Rs.39.60 (Rupees thirty nine and paise sixty only) per square feet of covered area per month plus applicable GST per month in advance for the entire 11 (eleven) month period within first 15 working days of getting the allotment followed by entering into an agreement with NKDA prior to getting access to the stall space.
4. In case of further extension of License, License fee will be increased as per decision of the competent authority.
5. The selected agency will have no right and title over the shop at any point of time. Its right will be limited to that of a licensed operator of business from the shop (s).
6. Application with relevant documents towards licensing 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 application/quotation of WBHIDCO/NKDA/NKGSCCL/Any office /organization earlier or have record of defaulted in payment of license fee/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 obtain Fire License if required for the type of business.
12. For the food stalls/shops the FSSAI license and other necessary licensing/permissions will have to be obtained by the operator at its own cost and initiative. Business will not be allowed to be carried out without such licensing/permission.
13. The waste materials generated out of the running of the shops 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 license agreement in such cases.
14. The selected agency shall be bound to comply with the requisition and direction of the authorized representatives of NKDA
15. 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.
16. 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 license fee agreement without any compensation or refund of any advance license fee already paid. Also no tobacco product, guthka or paan masala shall be sold or distributed from the shops under any circumstances.
17. 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.
18. Sub-letting of the shop/stall spaces will not be allowed
19. 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.
20. 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.
21. 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.
22. GST on prevailing rate on commercial license fee has to be paid by the successful applicant throughout the tenancy period.
23. The agreement can be terminated with 30 days' notice in case of irregularities/under performance/ nonperformance / nonpayment of monthly license fee/ suppression of facts.
24. 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.
25. Corrigendum, further notices and responses to queries if any will be published on the website <https://nkdamar.org> at the appropriate section.

26. The applicants will have to give their choice of shop(s) in the enclosed format at Annexure B
27. 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 Applicant at any stage of Bidding.
28. Prospective applicants are advised to carefully note the minimum qualification criteria before submitting their application.
29. Conditional / Incomplete application will not be accepted under any circumstances.
30. During scrutiny, if it comes to the notice of the application inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that applicant would not be allowed to participate in the application process and that application will be rejected without any prejudice.
31. Before allotment, NKDA Authority may verify the credential and other documents of the qualified applicant if found necessary. After verification if it is found that the documents submitted by the application 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.
32. If any discrepancy arises between two similar clauses in this notification, the clause superseding others will be solely as per the discretion of the Application inviting authority.
33. The application inviting and Accepting Authority will determine the eligibility of each application. The applicants shall have to meet all the minimum criteria as stipulated in relevant clauses of this NIT.
34. The eligibility of an applicant will be ascertained on the basis of the document(s) submitted in support of the minimum criteria. If any document submitted by an applicant is either manufactured or false, in such cases the application of the applicant will be rejected at any stage without any prejudice to take any penal action against him/them as may be deemed fit by the Application Accepting Authority.
35. The address as furnished in the application shall be deemed as postal address of the applicant. 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.
36. Participation in this application deems that the applicant is fully agreeable to abide by all terms and conditions as stated in this Notice Inviting application.
37. Electricity will be available in the shops/stalls spaces and electricity charge shall be borne by the licensee.
38. The rights of the licensee 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 license and will lead to cancellation of license with forfeiture of security deposit and other payments made till the date of termination.
39. The licensee 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.
40. On expiry of the tenure of license 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 license. After 15 days, all movable assets inside the shop (s) shall vest to NKDA.

41. 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 I
New Town Kolkata Development Authority

Memo No. 13342/1(6) /NKDA/EM-Comnty Market/24/2024

Dated : 27-02-2024

Copy forwarded for information to

1. AO, 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
6. PA to CEO, NKDA



Estate Manager I
New Town Kolkata Development Authority

ANNEXURE A

Format for application for running shops from shop spaces in Sensory Park on Street Number 532, Action Area II, 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 shop spaces in Sensory Park on Street Number 532, Action Area II, 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 Aadhaar card in case of individuals
- v. Self- attested copy of GST registration if applicable
- vi. Self-attested copy of document showing proof of address (electric bill/postpaid telephone bill/property tax receipt/ license fee agreement/allotment letter if trade license is for a location outside Kolkata region) in the name of the applicant.
- vii. Annexure B duly filled up and signed.

viii. Copy of proof of deposit of application money

Annexure - B

Choice of shop (s)

Applicants may have multiple choices

Sl. No.	Shop	Covered Area (Sq. meter)	Choice [Put \checkmark against the chosen shop(s)]
1	Food shop 1	7.31	
2	Food shop 2	7.31	
3	Food shop 3	7.31	
4	Food shop 4	7.31	
5	Food shop 5	7.31	
6	Food shop 6	7.31	
7	Gift shop	56.7	

Name of the applicant

Signature of the applicant