



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. 6061/NKDA/EM-I/Zero Shop/02

Dated : 25-07-2025

Request for Proposal for Letting Out a Space at the Ground Floor of Zero Shop, First Rotary, New Town, Kolkata for the Purpose of Coffee Shop and Snacks shop on Rental Basis

Intent

The New Town Kolkata Development Authority Administration intends to license a space at the Ground Floor of Zero Shop near First Rotary on monthly license basis for establishment of Coffee Shop and Snacks Shop.

Hence, NKDA invites proposals from eligible applicants to run the both operations simultaneously. NKDA will provide rented built-up space of an area of 38 sq. ft. and also surrounding open area which may be utilised for this purpose at the indicated location, but the authority have the right to utilise the said open area as and when required, with a Reserve Price per month without GST which will not be disclosed. The bidder will have to quote the rate per month excluding GST in sealed envelope fulfilling the eligibility criteria.

The document containing the details and the eligibility criteria of the applicants may be obtained from the web site www.nkdamar.org under the option 'TENDER'.

A. Eligibility

Any Indian individual, partnership firm (registered/unregistered), Trust, HUF, Co-operative society, Company registered under Indian Companies Act or any other legal entity or authority may apply for allotment.

1. Should have experience in the same field such as running Coffee Shop, Restaurant, Tea Stall etc.
2. Should have valid Trade License
3. Should be having valid GST number
4. Should have PAN card
5. Should have valid Adhar Card.

B. Terms of engagement

a. Engagement period

- i. The engagement with the allottee will be initially for a period 3 (three) years (36 months) from the date of inception of operation which may be extended for further period.
- ii. Rent will be increased by 5% after expiry of every year.

b. Obligations on tenant

- i. The allottee will operate the same by engaging its own employees and equipment/machinery.
- ii. Air conditioners may be installed at the cost of the allottee with permission from NKDA towards power load availability.
- iii. The internet charges and power back up arrangement will be arranged by the allottee.
- iv. Interiors of space including proper lighting arrangement, IT hardware, Consumables, Stationery items, storage racks, shall be installed and maintained by the allottee in fit for use condition at all point of time.
- v. The allottee will have to arrange for induction, microwave. No fire will be allowed to operate.
- vi. The statutory permissions and licences like FASSI, if applicable, etc. will be obtained by the allottee at their own cost and arrangement.
- vii. All taxes and levies will be borne by the allottee.
- viii. The allottee should ensure fire safety and general safety and security of the space.
- ix. No business other than that of operation of Coffee Shop and Snacks Shop will be allowed. If any other business is operated from the location, it will lead to cancellation of license and appropriate legal action not limited to forfeiture of security deposit only.
- x. As per Section 6 of W.B. shop & Establishment Act, 1963, the opening and closing hours for the shop is mandatory.

C. Instruction to bidders

a. Bid Data Sheet

Sl. No.	Section	Remarks
1	Project	Establishment of Coffee Shop and Snacks Shop on monthly license basis
2	Location	Ground Floor of Zero Shop, First Rotary, New Town, Kolkata
3	NKDA	New Town Kolkata Development Authority
4	Duration	3 (three) years
5	Project Components	Establishment of Coffee Shop and Snacks Shop on monthly license basis
6	Earnest Money Deposit (EMD)	Rupees 10,000/- (Rs.Ten thousand) only. The EMD shall be deposited in Demand Draft/Banker's Cheque drawn in favour of "New Town Kolkata Development Authority" payable at Kolkata.

Sl. No.	Section	Remarks
		The Earnest Money of the successful bidder will be converted to security deposit
7	Mode of Selection	Highest monthly license fee will be accepted subject to fulfilment of eligible criteria.
8	Bidding Parameter	Highest License fee to be offered per month excluding GST. The highest bidder will be chosen for engagement subject to fulfilling all the other terms and conditions. The quoted rate should be quoted in the prescribed BOQ format (Annexure-A) and no other document will be accepted.
9	Submission of Bid	The intendent bidder will submit the bid along with credential & EMD in sealed envelope to be drop in the Tender Box kept in the Office Chamber of Estate Manager-I, NKDA on working days within the last submission period.
10	Bid Publication Date and time	25-07-2025 at 2:00 PM
11.	Last Date and time of dropping the bid	18-08-2025 upto 3:00 PM
12.	Date of opening financial bid	To be notified

D. Method of Evaluation

1. Upon receipt of application from various applicants, NKDA will verify all the credentials submitted by them. Selection of the applications will be done on the basis of eligibility as determined through the submitted documents
2. The evaluation of the bid will be made by a bid evaluation committee constituted by the competent authority of NKDA.
3. The technical eligibility will be determined on the basis of submitted documents and the decision of the authority will be final in this matter.
4. The documents submitted by the bidder may be verified or checked with the original documents and if any fraud/falsification/misrepresentation/mal practice is found then the tender will be cancelled with forfeiture of EMD.
5. In the financial bid, the bidders will have to quote the offered license fee per month excluding GST. The offered license fee should be equal or above **Reserve Price**. Any rate quoted below **Reserve Price** will lead to cancellation of the bid.
6. The financial bid of the technically eligible bidders will be opened and the bidder quoting the highest monthly license fee excluding GST will be selected as the chosen bidder subject to fulfilment of all other conditions.
7. Disclosure of offered rate at any place other than the BOQ will lead to cancellation of the bid.

E. Special Conditions

1. The License Agreement may be terminated with three months' (90 days) notice from either side. During the notice period the rent will be adjusted against the security deposit held with the NKDA. Any unadjusted rent will be paid by the tenant before handing over the possession of the space to the NKDA.
2. On expiry or termination of the license, the license space shall be handed over to NKDA in condition as provided at the beginning of the licensee period.
3. The bid shall remain valid for 120 days from the date of opening of the financial bids
4. The arbitration clause of WBFR 2911 stands deleted
5. The selected bidder will have to enter into an agreement with NKDA within the time stipulated in the letter of acceptance failing which the offer for engagement shall stand cancelled and the EMD will be forfeited.
6. The operation of coffee shop should be done in a pollution free manner.
7. The solid waste generated at the space should be kept in waste bins as instructed by NKDA authorities and NKDA workmen will collect these from a predetermined space.



Estate Manager-
New Town Kolkata Development Authority

Memo No. 6061/1(5)/NKDA/EM-I/Zero Shop/02

Dated : 25-07-2025

Copy forwarded for information to:

1. **Finance Officer, NKDA**
2. **Administrative Officer (EM), NKDA**
3. **System Manager, NKDA with a request to upload in NKDA website.**
4. **P.A. to the Hon'ble Chairman, NKDA**
5. **P.A. to the Chief Executive Officer, NKDA**


Estate Manager-I
New Town Kolkata Development Authority

ANNIEXURE -A

Proforma of BOQ for Letting Out a Space at the Ground Floor of Zero Shop, First Rotary, New Town, Kolkata for the Purpose of Coffee Shop and Snacks shop on Rental Basis

Name of the work	Rate quoted per month excluding GST (in Rs.)
Letting Out a Space at the Ground Floor of Zero Shop, First Rotary, New Town, Kolkata for the Purpose of Coffee Shop and Snacks shop on Monthly Rental Basis	(Rupees ----- per month excluding GST)

Date :

Signature of the Applicant