

# 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: 126/NKDA/NTBC/GM/2022-2023

Date: 03-01-2023

**EXPRESSION OF INTEREST (EOI) FOR OPERATION OF RESTAURANT / CAFETERIA  
ON MONTHLY BASIS AT THE FIRST FLOOR OF GYM BUILDING AT  
NEW TOWN BUSINESS CLUB**


**EOI NO: 08/NTBC/NKDA/GM of 2022-23 (2<sup>ND</sup> CALL)**

**NEW TOWN BUSINESS CLUB (NTBC)** under the aegis of New Town Kolkata Development Authority (NKDA) a Statutory Authority under Government of West Bengal, invites offer from **eligible, reputed and resourceful agencies for operating restaurant/cafeteria**, subject to issuance of License from Competent Authority inside the New Town Business Club premises.

The applicant / agency is advised to carefully read all the 'Terms & Conditions' contained in this EOI. They should particularly go through all the mandatory eligibility requirements. Agencies desirous of participating in the EOI should send an email attaching the application (mentioning name and location of the agency/company) in the e-mail ID [gmntbc@nkda.in](mailto:gmntbc@nkda.in) mentioning their proposal of interest. The detailed EOI document is available at <http://www.nkdamar.org>. Application submitted by intending agency will be evaluated as per norms laid down in this regard. NTBC / NKDA reserves the right to accept/reject any or all offers at its sole discretion without assigning any reason whatsoever and the same will be binding on the applicants.

#### Schedule of Dates

SI No	Activity	Date & Time
1	EOI Publish Date	05.01.2023
2	Pre-Bid Queries	10.01.2023 : 03.00 P.M.
3	EOI Submission Start Date	17.01.2023 : 03.00 P.M.
4	EOI Submission End Date	17.02.2023 : 06.00 P.M.
5	Technical presentation of Proposal	To be notified
6	Publication of list for the successful agencies	To be notified

  
General Manager  
New Town Business Club



## **THE OFFER**

**NEW TOWN BUSINESS CLUB (NTBC)** under the aegis of New Town Kolkata Development Authority (NKDA), a Statutory Authority under Government of West Bengal, invites offer from **eligible, reputed and resourceful agencies for operating restaurant / cafeteria**, subject to issuance of License from Competent Authority inside the New Town Business Club premises.

## **TERMS AND CONDITIONS**

- i. Expression of Interest is being invited for getting possession on rental basis as per the schedule of property under clause 2 of the EOI. NTBC / NKDA, however, reserves the right to cancel the EOI at any stage prior to the signing of the agreement. NTBC / NKDA shall not be liable to pay any compensation to any agency for any loss that they may incur due to such cancellation.
- ii. This EOI is governed by the TERMS & CONDITIONS as contained herein.
- iii. The selected agency will have to enter into a renewable agreement of 11 (eleven) months with NTBC within 15 (fifteen) days from the date of issuance of LOA and it may further be extended, if considered satisfactory by the authority of NTBC / NKDA, subject to enhancement of 3% of rent for consecutive terms.
- iv. Application with relevant documents towards renting of restaurant / cafeteria will be considered upon selection based on cumulative marks secured by the participants as mentioned in clause 6 of the EOI.
- v. EOI opening time and other dates & times mentioned in the EOI document may be treated as (IST) Indian Standard Time only.
- vi. NTBC / NKDA, however, reserves the right to accept / reject any or all of the Bids without assigning any reasons thereof and the decision of NTBC / NKDA would be final and binding upon the agencies.
- vii. The agencies who have either been blacklisted from participation in any tender / quotation of NTBC / NKDA / HIDCO / any office / organization earlier or have record of defaulted in payment of rent to NKDA / HIDCO are not eligible to apply.
- viii. The agencies who have been disqualified from running their business earlier at NKDA / HIDCO allotted space due to non-observance of required terms and conditions and whose letter of allotment / acceptance has been cancelled by the Competent Authority, are not eligible to apply.
- ix. The entire arrangement should be made in pollution free manner. In case of any deviation, the contract shall also be liable to be cancelled.
- x. Sufficient fire safety measures should be arranged by the agency and the agency should obtain Fire License Certificate, if required.
- xi. The waste materials generated out of the running of the restaurant / cafeteria will be handled by the agency as per rules and guidance of NTBC / NKDA. If required, the agency may keep separate waste bins to store the garbage at their own arrangement and no littering will be allowed under any circumstances. The agency will be responsible for elimination of the littering and penalty will be imposed for such deviation. NTBC / NKDA Authority reserves the right to cancel the rent agreement in such cases.

- xii. The agency will be solely responsible for all payments and the food items should have nutritious value and may be inspected daily by the concerned authority.
- xiii. The selected agency shall be bound to comply with the requisition and direction of the NTBC / NKDA's authorized representative(s).
- xiv. The successful agency himself shall have to procure all materials / items required for running the business and will run the business by their own employees. No material will be issued by NTBC / NKDA.
- xv. The agency will be responsible for maintaining high standards of hygiene and cleanliness and for full observance of all relevant regulations of Government / NTBC / NKDA authority. The agency shall ensure that staff engaged for the purpose shall wear a photo identity card provided by the agency, is well trained, polite, and free from communicable diseases. The staff should be well dressed in a uniform whose design shall have prior approval of the NTBC / NKDA Authority or his authorized representative(s). Each employee observance and compliance of relevant provision of laws / rules / regulations etc. in respect of his employees and the business of running the restaurant / cafeteria. NTBC / NKDA Authority or his authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
- xvi. Sub-leasing, sub-letting of the restaurant / cafeteria will not be allowed.
- xvii. NTBC / 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 NTBC / NKDA.
- xviii. The upfront advance payment of rent will have to be paid 6 (six) months and 5 (five) months at a time in the Agreement period of 11 (eleven) months. The rent is payable from the date of receiving of possession of restaurant / cafeteria or from the date of execution of agreement whichever is earlier.
- xix. Before submitting any offer, the intending agencies 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.
- xx. The agreement can be terminated in case of irregularities / under-performance / non-payment of upfront monthly rent / suppression of facts by giving a written notice of one month.
- xxi. The agency will have to bear maintenance charge of internal cleaning.
- xxii. The Electricity Charges & Water charges (if any) will have to be paid by the agency separately.
- xxiii. GST @18% on rent has to be paid by the successful agency.
- xxiv. The agency will be responsible for maintaining high standards of hygiene and cleanliness in the restaurant / cafeteria, dining area and storeroom and for full observance of all relevant regulations of Government / NTBC / NKDA Authority
- xxv. Proposal need to be submitted along with the relevant documents.

**Schedule of Property**

**Schedule of the restaurant / cafeteria available for rent**

SI No	Type of Outlet	Location	Area	Number
1	Restaurant / Cafeteria	New Town Business Club, Gym Building, First Floor	AC Hall — approximately 900sq ft	1



### **Monthly Rent**

Air Conditioned: Rs 49,000.00 (Rupees Forty-Nine Thousand) only (rounded off) (Rs 54.00 per sq ft) + GST as applicable.

### **Earnest Money Deposit (EMD)**

All interested agencies have to deposit Rs 11,000.00 (Rupees Ten Thousand) as EMD in the form of Demand Draft / Pay Order / Banker's Cheque drawn from any Nationalized Bank in favour of **New Town Kolkata Development Authority** payable at Kolkata.

### **Submission Procedure**

All interested agencies are requested to send the scan copy of Demand Draft (EMD) along with the qualification documents in the email ID: [gmntbc@nkda.in](mailto:gmntbc@nkda.in) within the stipulated period of time.

The hard copies of the application, documents (PAN, Trade License, FSSAI, GST Registration, Professional Tax Clearance Certificate for last FY, Income Tax Return, ISO Certificate along with original EMD to be submitted within 7 days from the last date of submission of application.

### **Evaluation Procedure**

Upon receipt of applications from various interested agencies, NTBC / NKDA will verify all the credentials submitted by them. Selection of the agencies will be done by the cumulative marks secured by the participants as per the scheduled mentioned below in a Presentation given by them. Qualifying marks will be 30 out of total 50 marks. Division of the marks is as mentioned below:

SI No	Description of items	Marks assigned
1	Credentials (having experience in running Restaurant / Cafeteria)	15
2	Presentation	35
Total Marks		50

### **Contact Person of NTBC**

General Manager  
New Town Business Club  
Block: AE, Street No: 90, Action Area: I  
New Town, Kolkata 700156  
Telephone: 8282821515, Email: [gmntbc@nkda.in](mailto:gmntbc@nkda.in)

### Eligibility Conditions for Agencies

SI No	Eligibility Criteria	Document Proof
1	<ul style="list-style-type: none"><li>The agency may be a Company, Partnership Firm or Sole Proprietorship Firm / Indian Company incorporated under Companies Act, 2013 or erstwhile Companies Act Registered NGO / Trust / Cooperative / Franchisees of Outlet Chains and should be ISO certified</li><li>The agency shall be a <b>single entity</b></li><li>The agency shall be solvent at the date of bidding</li></ul>	Documentary proof for business operation in India
2	<ul style="list-style-type: none"><li>The agency must have an experience of carrying out similar type work i.e. operating any food shop etc. during the last 1 year and must be registered in India with an experience of working in India for at least 1 year</li></ul>	Relevant documentation/ certificate
3	<ul style="list-style-type: none"><li>The Agency should not have in the past 5 years, preceding the due date of this proposal, been<ul style="list-style-type: none"><li>(i) Expelled from any contract by any government or government instrumentality in India</li><li>(ii) Barred by any government or government instrumentality in India</li><li>(iii) Defaulter in payment of dues in this connection or in any other contract</li><li>(iv) Was in police custody exceeding 48 (forty-eight) hours in connection of any offence or if there is any case pending against him / her</li></ul></li></ul>	A self-declaration by the Bidder may be submitted in this regard in a Non - Judicial Stamp Paper
4	<ul style="list-style-type: none"><li>Other mandatory legal documents<ul style="list-style-type: none"><li>Trade License</li><li>GST Certificate</li><li>Income Tax Return</li><li>Copy of PAN</li><li>FSSAI Certificate</li><li>Professional Tax Clearance Certificate for last FY</li><li>ISO Certificate</li></ul></li></ul>	Self-attested copy of valid documents

### Site Inspection

All intending applicants are advised to visit the site and inspect the status of the premises including the infrastructure at their own cost, before applying.

### Forfeiture of Earnest Money Deposit (EMD)

In case the submitted documents are found false or the applicant refuses to accept the offer letter / possession after being selected, their offer would stand cancelled, and the Earnest Money Deposit will automatically stand forfeited. In addition to such forfeiture as stated above the defaulting Agency may not be allowed to take part in any of the bids which may be held by NKDA/NTBC in future.



## **Payment Schedule**

Selected agency on signing of agreement will need to pay the rent amount within 10 days of issue of the rent invoice.

## **Observance of Acts, Rules & Regulations of NKDA**

All successful applicants will have to abide by the Acts, Rules and Regulations framed / to be framed from time to time by the Government of West Bengal or any subsidiary authority. If any dispute/ difference arises relating to allotment, the decision of the authority of NKDA shall be final and binding upon all. Any dispute arising in respect of it shall be subject to the exclusive jurisdiction of the Kolkata High Court.

Memo No. 126/1(5)/NKDA/ NTBC/GM/2022-2023

Date: 03-01-2023

Copy forwarded for information and necessary action to:

1. The Chief Executive Officer, NKDA
2. The Administrative Officer - I, NKDA
3. The Finance Officer, NKDA
4. P.A to Hon'ble Chairman, NKDA.
5. System Manager, NKDA for uploading on the website: [www.nkdamar.org](http://www.nkdamar.org)

  
General Manager  
New Town Business Club