



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. 12933/NKDA/EM-I/ZERO SHOP/01

Dated : 12-02-2024

Notice inviting application for running retail store of garments and accessories in "Zero Shop" at 1st Rotary on Biswa Bangla Sarani (MAR 1111 at Action Area I in New Town Kolkata

Applications are hereby invited from eligible experienced agencies for running a retail outlet for garments and accessories from space provided by NKDA at Zero Shop at 1st Rotary on Biswa Bangla Sarani (MAR 1111 at Action Area I in New Town Kolkata).

NKDA will provide more or less 100 Square feet of covered airconditioned space at Zero shop for selling garments and accessories.

Applications are to be submitted in the enclosed format signed and scanned copy to be e mailed to ntcontrolcenter@nkda.in with subject line "Application for running retail sales counter from space provided at Zero Shop" with documents as mentioned in the application format on or before 5 PM on 29th February 2024

Alternatively, the signed hardcopy of the application with all relevant documents may be submitted in a sealed envelope addressed to **Estate Manager I, 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 or before 29th February 2024. The sealed envelope has to be superscribed "Application for running retail sales counter from space provided at Zero Shop"

Eligibility:

1. Companies, Proprietorship firms, Partnership firms, NGOs, Registered Self Help Groups, individuals
2. Should have experience of running garment 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 first come first served basis among valid applicants. If more than one application is received, the application shall be reviewed by a technical committee to be constituted for the purpose. The applicants may be required to present before the technical committee their business plan for utilization of the space. The selection will be made on the basis of the presentation.

Weightage will be given for experience of successful running of garment shops preferably in New Town. Decision of the technical committee will be final and binding upon all concerned.

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 kiosk (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 rent of Rs.59.80 (Rupees Fifty Nine and paise eighty only) per square feet of covered area per month amounting to a total of Rs.5980 (Rupees five thousand nine hundred and eighty only) plus applicable GST per month in advance within first 7 working days of the operative month. Rent will be increased by 3% on each instance of extension of agreement.
4. The selected agency will have no right and title over the space at any point of time. Its right will be limited to that of a licensed operator of business from the space.
5. The rent for two months will have to be paid in advance before entering into the agreement for the operation of the shops.
6. Application with relevant documents towards renting 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 tender/quotation of WBHIDCO/NKDA/NKGSCCL/Any office /organization earlier or have record of defaulted in payment of rent/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. The waste materials generated out of the running of the business 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.
13. The selected agency shall be bound to comply with the requisition and direction of the authorized representatives of NKDA.

14. 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.
15. The shop premises shall not be used for sale of anything other than garments and accessories. Sale of any kind of alcoholic beverages or tobacco or tobacco product, guthka or paan masala is also strictly prohibited. Under any circumstances, violation of this condition will lead to cancellation of the license agreement without any compensation or refund of any advance license fee already paid.
16. The licensee 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 their business. NKDA or their authorized representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
17. Sub-letting of the space will not be allowed.
18. 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.
19. 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.
20. 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.
21. GST on prevailing rate on commercial license fee has to be paid by the successful applicant throughout the license period.
22. The agreement can be terminated with 30 days' notice in case of irregularities/under performance/ nonperformance / nonpayment of monthly license fee/ suppression of facts.
23. 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.
24. Corrigendum, further notices and responses to queries if any will be published on the website <https://nkdamar.org> at the appropriate section.
25. 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 bidder at any stage of Bidding.
26. Prospective applicants are advised to carefully note the minimum qualification criteria before submitting their application.
27. Conditional / Incomplete application will not be accepted under any circumstances.
28. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that applicant would not be allowed to participate in the tender and that application will be rejected without any prejudice.
29. Before allotment, NKDA Authority may verify the credential and other documents of the qualified tenderer if found necessary. After verification if it is found that the documents submitted by the applicant 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.
30. If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the Tender inviting authority
 31. The tender inviting and Accepting Authority will determine the eligibility of each applicant. The applicants shall have to meet all the minimum criteria as stipulated in relevant clauses of this Notice inviting applications.
 32. 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 eligibility of the applicant / tenderer 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.
 33. The address as furnished by the applicant shall be deemed as its postal address. 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.
 34. Participation in this application process deems that the applicant is fully agreeable to abide all terms and conditions as stated in this Notice Inviting application.
 35. Electricity will be available in the space and electricity charge shall be borne by the licensee.
 36. The rights of the licensee will be limited to running the retail business of garments and accessories. 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.
 37. The licensee shall obtain all sorts of licenses and permissions required for operating the business from the appropriate authority.
 38. On expiry of the tenure of license of the space the possession of the space will be handed over to NKDA on as taken in the beginning status. The licensee 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.
 39. 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.
 40. The licensee shall run the stall engaging different Self Help Groups of West Bengal (who are engaged in recycling and upcycling of solid waste) and display and sale their products at the space provided.
 41. Licensee will be responsible to provide skilled representatives at the counter.

42. Prepare audio visual training material for training.
43. Organize training programmes on recycling of waste.
44. Organize promotional and awareness programmes and activities in New Town.


Estate Manager I
New Town Kolkata Development Authority

Memo No. 12933/1(6)/NKDA/EM-I/ZERO SHOP/01

Dated : 12-02-2024

Copy forwarded for information to

1. AO, NKDA
2. FO, NKDA
3. EE 1, 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 application for running retail store of garments and accessories in” Zero Shop” at 1st Rotary on Biswa Bangla Sarani (MAR 1111 at Action Area I in 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 retail garments and accessories business application for running retail store of garments and accessories in” Zero Shop” at 1st Rotary on Biswa Bangla Sarani (MAR 1111 at Action Area I in 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 for garments and accessories
- iii. Self-attested copy of PAN card
- iv. Self- attested copy of GST registration if applicable
- v. Self-attested copy of document showing proof of address (electric bill/postpaid telephone bill/property tax receipt/ rent agreement/allotment letter if trade license is for a location outside Kolkata region) in the name of the applicant.