

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: 4450/NKDA/EE-II/246/2022

Date: 13-06-2022

Notification for Operation of Food Trucks in New Town

With reference to NKDA notification no. 3527/NKDA/Admin (Estt.) – 1154/2022 dated 13.05.2022, applications are invited from interested parties for operation of Food Trucks in New Town Kolkata in two selected zones:

- a) Near Clock Tower, Action Area I: The area next to the Clock Tower in the vicinity of the Central Mall and Axis Mall, flanked by residential and commercial spaces.
- b) Near Mother's Wax Museum, Action Area II: The area in front of Mother's Wax Museum, facing the Major Arterial Road and Eco Park.

The process for applying for operating food trucks in New Town, Kolkata is given below:

1. All interested applicants can apply as per the proforma attached along with all documents and mail the same to ceo@nkda.in
2. All interested applicants must apply for and obtain Trade License for a specific location (one of the 2 mentioned above) from NKDA. Interested applicants may apply for Trade License along with the proforma and submit the application (with all required documents) to ceo@nkda.in
 - a. While application for Trade License for Food Truck is being processed through email, necessary changes in the Rules and Processes for NKDA's online Trade License application is being made.
3. List of Documents Required:
 - a. PAN/ TAN Number
 - b. Aadhar number (for individual)
 - c. Company Registration Certificate (where applicable)
 - d. Updated vehicle papers including vehicle registration certificate and insurance certificate
 - e. License issued by Food Safety and Standards Authority of India (FSSAI)
 - f. Trade License for moving vehicles issued by NKDA.
 - g. Proof of Ownership of Vehicles / Proof of lease or rent of Vehicle
 - h. Photo of the Vehicle (including Number Plate view)

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4. Terms and Conditions


- I. The Food Truck operators will carry out business from their pre-designated locations only as allotted by Competent Authority. Within the locations, each Food Truck will be allocated a space for operation.
- II. Food Trucks will be operational between 6.30 pm – 12.00 midnight on all days (except Monday) or as directed from time to time by competent authority.
- III. Interested food truck operators will have to indicate their zone / location preference in their application in order of preference.
- IV. Additionally, the food truck operators will have to specify their major category of offering/ dishes served (to be ticked in the enclosed form).
- V. The food truck shall not obstruct the right of way to the pedestrian or motorist in anyway.
- VI. Operation of the food truck shall not cause any harm to the environment and the surrounding area and people
- VII. Operation of food trucks will be restricted to the sale of approved and safe food items and beverages only. No alcoholic drinks or contraband will be permitted.
- VIII. The vehicle must be maintained in proper working condition and should be free of visible damages including but not limited to rust, dents, cracked or broken glass, and chipped paint.
- IX. Preferred size of the food truck will be in the range of (11 ft X 5 ft) - (14ft X 7 ft) with separate driver seat (ideally).
- X. The vehicle must be self-sufficient and shall not hook up to or attach to any water, sewer line of the New Town city authorities. Electricity may be provided by NKDA on payment basis.
- XI. The operator should ensure cleanliness of the surrounding. This includes proper waste management to prevent littering around the trucks. Waste segregation must be practiced by the operator and in this regard two separate bins for collecting dry and wet waste should be kept. No liquid waste will be discharged on the ground or into a storm water drainage system.
- XII. The authority will select a specified number of food truck operators for each location mentioned above. If more applications are received per location, selection of the food truck operator will be done by lottery.
- XIII. No food truck will be allowed to operate from any particular location for more than 90 days at a stretch.

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- XIV. The city authority will have the right to suspend or revoke an operator's designated parking location, food truck permit for violation of NKDA's food truck policy or for any other reason deemed suitable by the competent authority.
- XV. Permission for operating food trucks in NKDA area is temporary and provisional and can be withdrawn unilaterally by NKDA without assigning any reason in the public interest and no refunds will be given.
- XVI. On selection, the food truck operator will be required to pay a sum of INR 2,500.00 per month to NKDA for operating the facility. The above rate would be excluding GST, as admissible. (The above rate is subject to revision basis approval from competent authority).

Enclosures

- a. Proforma for Application for Food Truck Business (Annexure 1)
b. Proforma for Application for Trade License (Annexure 2)


Estate Manager-IV
New Town Kolkata Development Authority

MEMO No: 4450/1(10)/NKDA/EE-II/246/2022

Date: 13-06-2022

Copy forwarded for information to: -

1. Chief Executive Officer, New Town Kolkata Development Authority
2. Administrative Officer III, New Town Kolkata Development Authority
3. Chief Engineer, West Bengal Housing Infrastructure Development Corporation
4. Chief Engineer, New Town Kolkata Development Authority
5. Chief Architect, New Town Kolkata Development Authority
6. Finance Officer, New Town Kolkata Development Authority
7. Executive Engineer II, New Town Kolkata Development Authority
8. Estate Manager IV, New Town Kolkata Development Authority
9. PA to Chairman, New Town Kolkata Development Authority
10. Official Website of New Town Kolkata Development Authority (www.nkda.org)


Estate Manager-IV
New Town Kolkata Development Authority

Proforma for Application for Food Truck Business (Annexure 1)

Personal/ Company Details of Applicant		
1	Name of the Applicant	
2	Permanent Address	
3	Registered Address	
4	Contact Number	
5	Email id	
6	PAN/ TAN Number	
7	Aadhar Number (for individuals)	
8	Registration Number (for Company)	
Vehicle Details		
9	Vehicle No.	
11	Vehicle Make	
12	Vehicle Dimensions	
13	Vehicle Ownership (Owned/ Rented)	
	Submit Proof	
Other Details		
14	Preferred Zone/ Location (Indicate in order of preference)	a. Near Clock Tower, Action Area I b. Near Mother's Wax Museum, Action Area II:
15	Proposed Cuisines/ Dishes to be sold from the outlet	a. Chinese b. South Indian c. Continental d. Tandoor/Kebabs e. Momo f. Rolls/Wraps g. Burgers/ Hot Dogs h. Pizzas

		<ul style="list-style-type: none"> i. Snacks and Sandwiches j. Cakes, Cookies, Chocolates, Pastries k. Chaats l. Chops/Fries m. Fruit and Fruit Juice n. Ice Cream and Dessert o. Sweetmeat/ Confectionary p. Tea/Coffee/other non-alcoholic beverages q. Popcorns r. Candyfloss s. Others (please mention):
16	Self-attested documents to be attached	<ul style="list-style-type: none"> a. PAN/ TAN Number b. Aadhar number (for individual) c. Company Registration Certificate (where applicable) d. Updated vehicle papers including vehicle registration certificate and insurance certificate e. License issued by Food Safety and Standards Authority of India (FSSAI) f. Trade License for moving vehicles issued by NKDA. g. Proof of Ownership of Vehicles / Proof of lease or rent of Vehicle h. Photo of the Vehicle (including Number Plate view)

DECLARATION

I hereby declare that the above information and enclosed documents are true and proper to the best of my knowledge and belief, and I am interested in operating food trucks in the designated locations of New Town as per terms and conditions laid down by NKDA

I have enclosed attested copy of the documents appropriate for me.

The decision of NKDA towards allotment of space in the designated locations will be final and we will abide by such decision without raising any objection/request/ appeal in this regard.

Permission for operating food truck in NKDA area is temporary and provisional and can be withdrawn unilaterally by NKDA without assigning any reason in the public interest and no refunds will be given.

Date:

Place:

Signature in full:

Proforma for Application for Trade License (Annexure 2)

Applicant's Basic Information	
1.	Name of the Applicant
2.	Date of Application
3.	Date of Birth
4.	Age
5.	Gender
6.	Mobile/Phone no.
7.	E-mail
8.	Aadhar Card No.
Address of Business or Establishment or Trade	
1.	Country
2.	State
3.	District
4.	Sub-Division
5.	Rural or Urban
6.	Block/Municipality/Corporation/ Development Authority
7.	Block/Municipality/Corporation Name
8.	Village or Ward
9.	Police Station
10.	Post Office
11.	Address Line 1
12.	Address Line 2
13.	Pin Code
14.	Action Area
Communication Address of Applicant	
1.	Country
2.	State
3.	District
4.	Sub-Division
5.	Rural or Urban
6.	Block or Municipality or Corporation
7.	Block or Municipality or Corporation Name
8.	Village or Ward Name
9.	Police Station
10.	Post Office
11.	Address Line 1
12.	Address Line 2
13.	PIN Code
Details of Business	
1.	Name or Style of Business
2.	Name of Business
3.	Fees
4.	Ownership Category
5.	License Effective From
Details of Owner (S) or Authorised Persons	
1.	Type of Ownership
2.	Name
3.	Email Id
4.	Mobile No.
5.	Address