



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

NOTICE INVITING APPLICATIONS

Memo No: 6062/NKDA/EM-I/Zero Shop/02

Date: the 25th July, 2025

Subject: Invitation for Engagement of Registered Firm/SHG/NGO for Allotment of Display Spaces at "Zero Shop" near Solid Waste Museum at 1st Rotary on Biswa Bangla Sarani (MAR 1111), New Town, Kolkata

New Town Kolkata Development Authority (NKDA), in its endeavour to promote sustainable practices and circular economy through upcycling and waste-to-resource initiatives, proposes to operationalise "Zero Shop" as a dedicated public display-cum-sale outlet for innovative products developed from non-biodegradable or discarded materials.

Accordingly, sealed applications are invited from Registered Firm/SHG/NGO for allotment of modular air-conditioned display spaces at "Zero Shop" located adjacent to the Solid Waste Museum at the 1st Rotary on Biswa Bangla Sarani, New Town, Kolkata.

Allotment shall be made on a license basis through a competitive selection process in accordance with applicable provisions of the West Bengal Financial Rules, 2014, and in compliance with principles of transparency, equity and accountability.

1. Scope of Engagement

1.1 Allotment of display spaces of approx. 100 sq. ft. each on the 1st Floor of "Zero Shop".

1.2 Purpose: Display and over-the-counter sale of products derived from recycled/upcycled waste.

1.3 Initial License Period: 3(three) years; extendable up to two further terms of 3(three) years each, subject to satisfactory performance and mutual agreement. 1.4 Monthly License Fee: There shall be Reserve Price which will not be disclosed. Technical evaluation will be done first. Among the qualified bidders after technical evaluation, the bidder with the highest price offered will be selected subject to the highest price offered by the bidder exceeds the Reserve Price.

2. Eligibility Criteria

Applicants must satisfy the following conditions:

- a) Any individual/Registered firm/SHG/NGO.
- c) Applicant must demonstrate a clear understanding and capability in upcycling, solid waste

product development, or environmental sustainability-based handicrafts. This can be shown through their business proposal, concept notes, sample product photographs, or any relevant experience. Prior extensive formal experience is not mandatory; innovative approaches and potential will be considered.

d) Applicant must possess valid Trade License, PAN, and GST Registration. For newly formed entities, a clear plan for obtaining these registrations upon selection may be considered, subject to NKDA's discretion.

e) Applicant must not be blacklisted or debarred by NKDA, WBHIDCO, or any affiliated entity.

3. Submission of Applications

3.1 Duly filled applications, along with requisite supporting documents, must be submitted in a sealed envelope superscribed:

"Application for Allotment of Display Space at 'Zero Shop' -Registered Firm/SHG/NGO Category"

3.2 The envelope must be addressed to:

The Estate Manager I

1st Floor, NKDA Administrative Building,
DG-13, Premises No. 04-3333, Action Area I, New Town, Kolkata - 700156

3.3 Last date for submission: **18th August, 2025 (by 3:00 PM)**

3.4 Applications received after the prescribed date/time or found incomplete shall be summarily rejected.

4. Evaluation & Selection Procedure

4.1 A Tender Committee constituted by NKDA shall scrutinise the applications.

4.2 Applicants may be called for a presentation of their business proposal, product samples, and operational plan, if felt necessary.

4.3 Technical selection will be based on a holistic assessment, considering:

- i. Quality, innovation, and viability of the business proposal, particularly its alignment with upcycling and circular economy principles.
- ii. Demonstrated capability and understanding in waste upcycling or sustainable product development.
- iii. Operational readiness and proposed timeline for commencement of activities.

iv) Highest bidder among the technically qualified bidders will be awarded the contract.

4.4 The Committee's decision shall be final and binding.

5. Terms & Conditions

5.1 Agreement: A formal License Agreement shall be signed within 15 days of the issue of the Letter of Allotment.

5.2 License Fee Payment: The monthly license fee, along with applicable GST, is to be paid

monthly in advance within 7 working days of each month.

5.3 Security Deposit: The selected licensee shall deposit a refundable Security Deposit equivalent to three (3) months' quoted license fee (exclusive of GST) within 7 days of signing the License Agreement.

5.4 Renewal: NKDA reserves the Right of First Refusal for renewal post each term, subject to satisfactory performance and mutual agreement.

5.5 Maintenance & Hygiene: The licensee is responsible for maintaining the allotted display space in a clean, hygienic, and presentable condition and for disposing of waste as per NKDA instructions and environmental norms.

5.6 No Sub-letting: No sub-letting, transfer, or diversion of the allocated space is permitted under any circumstances.

5.7 Eco-friendly Operations: The entire business operation must be conducted in an eco-friendly and pollution-free manner, adhering to all environmental regulations.

5.8 Violation of Terms: Any violation of the terms and conditions may result in termination of the license with a 30 days' notice period.

5.9 Vacation of Premises: On expiry or termination of the license, the licensee shall vacate the premises peacefully and remove all personal effects, fixtures, and products.

5.10 Taxes & Charges: GST shall be applicable as per prevailing rates. Electricity charges, water charges (if applicable), and any other utility charges related to the space shall be borne by the licensee based on actual usage.

5.11 Compliance with Laws: The licensee shall comply with all applicable Central, State, and Local laws, rules, and regulations.

6. Documents Required (Self-attested copies)

- a) Proof of capability or plan for waste upcycling or sustainable product development (e.g., detailed business proposal, concept notes, photographs of sample products, relevant experience certificates, or a portfolio).
- b) Valid Trade License, PAN, GSTIN.
- c) Aadhar of authorised signatory.
- d) Last 3(three) years audited Balance Sheet.
- e) Quotation for monthly rent in INR/sq.ft.
- f) Photographs of sample products (optional but highly desirable for demonstrating capability).

7. General Provisions

7.1 Right to Reject: NKDA reserves the absolute right to accept or reject any or all applications without assigning any reason whatsoever.

7.2 Cost of Bid Preparation: No cost incurred by the applicant in preparing and submitting the application shall be reimbursed by NKDA.

7.3 Clarification of Doubts / Pre-Bid Queries: Applicants may seek clarification regarding the tender document in writing to the Estate Manager I, NKDA, up to 7 days before the last date of submission. A pre-bid meeting may be held if deemed necessary by NKDA, and details will be published on the website. All clarifications issued by NKDA shall be binding.

7.4 Amendments to Tender Document: NKDA reserves the right to amend, modify, or withdraw this Notice Inviting Applications at any stage. Any such changes will be published on the official website.

7.5 Fraud and Corrupt Practices: Any applicant found to be engaged in fraudulent or corrupt practices during the application process or during the license period shall be liable for immediate disqualification/termination and legal action as per applicable laws.

7.6 Interpretation: In case of any ambiguity or dispute regarding the interpretation of any clause in this document, the decision of NKDA shall be final and binding.

7.7 Jurisdiction: Disputes, if any, shall fall under the exclusive jurisdiction of the Courts in Kolkata.

7.8 Official Publication: All corrigenda, addenda, and notices related to this invitation shall be published exclusively at: www.nkdamar.org. Applicants are advised to regularly check the website for updates.

Issued by:



Estate Manager I

New Town Kolkata Development Authority

Memo No: 6062/1(7)/NKDA/EM-I/Zero Shop/02

Dated: 25th July, 2025

Copy forwarded for information to:

1. Chief Engineer, NKDA
2. Finance Officer, NKDA
3. AO (Estate Management), NKDA
4. PA to the Hon'ble Chairman, NKDA
5. PA to the Member Secretary, NKDA
6. PA to the CEO, NKDA
7. System Manager, NKDA – for uploading in NKDA website



Estate Manager I

New Town Kolkata Development Authority

Proforma of BOQ for Engagement of Registered Firm/SHG/NGO for Allotment of Display Spaces at “Zero Shop” near Solid Waste Museum at 1st Rotary on Biswa Bangla Sarani (MAR 1111), New Town, Kolkata

Item Description	Rate quoted per month excluding GST (in Rs.)
Engagement of Registered Firm/ SHG/ NGO for Allotment of Display Spaces at “Zero Shop” near Solid Waste Museum at 1st Rotary on Biswa Bangla Sarani (MAR 1111), New Town, Kolkata	(Rupees ----- per month excluding GST)

Date :

Signature of the Applicant