



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. 1750/NKDA/EM-I/Misc-47/Canteen/2026

Dated : 24-02-2026

Request for Proposal for Operation of Canteen at the Ground Floor of NKDA Office, DG/13, Premises No. 04-3333, AA-ID, New Town, Kolkata.

Intent

The New Town Kolkata Development Authority Administration intends to operate a canteen at the NKDA Administrative Building at plot No. DG/13, Premises No. 04-3333, Action Area – ID, New Town, Kolkata – 700 156.

Hence, NKDA invites proposals from eligible agencies to run operation. NKDA will provide covered space of about 27.0 sq. mt. carpet area space and an area of 73.17 sq. mt. of covered common sitting area at the ground floor of the administrative building.

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'.

Eligibility

Any Indian individual, partnership firm (registered/unregistered), Trust, HUF, Co-operative Society, SHG, 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 – for running at least one office canteen or similar activities for 3 years.
2. Should have Trade License
3. Should be having valid GST number
4. Should have PAN card
5. Should have average annual turnover of Rs. 20,00,000/- in last 3 years.
6. Must submit copy of IT return for last 3(three) years i.e. 2022-23, 2023-24. 2024-25.
7. Must have FSSAI license issued by the Competent Authority.
8. Requisite license for running food canteen.

(Supporting documents must be submitted)

Terms of engagement

Engagement period

- i. The engagement with the allottee will be initially for a period 3 Years from the date of inception of operation and renewable thereafter at the satisfaction of the Authority.
- ii. Monthly operation fee will be increased by 5% after expiry of every year.
- iii. Security Deposit of Rs. 50,000/- shall be paid by the selected agency and SD will be kept with NKDA till the expiry of the contract.

Obligations on tenant

- i. The allottee will operate canteen by providing hygienic foods of various types specially made for the employees of NKDA at a subsidised price normally from 8:00 AM to 8:00PM every day except holidays.
- ii. The price of the foods will be at per the rate of the price of food as stipulated by Khadya Chaya Menu Price of West Bengal State Livelihoods Mission, Panchayets & Rural Development Department, Government of West Bengal.
- iii. The allottee will operate the same by engaging its own employees and equipment/machinery.
- iv. The electricity charges, internet charges and power back up arrangement will be borne the allottee.
- v. Interiors of space including Consumables, Stationery items, storage racks, shall be installed and maintained by the allottee in fit for use condition at all point of time.
- vi. The statutory permissions and licences like FASSI 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 canteen will be allowed. If any other business is operated from the location, it will lead to cancellation of tenancy and appropriate legal action not limited to forfeiture of security deposit only.
- x. Selected Agency will have to be arranged adequate fire safety arrangements such as installation of adequate fire extinguishers etc. within the canteen.
- xi. The base monthly license is kept confidential as per prevailing Govt. Order. Bidders are required to quote their highest operation license fee per square foot per month, without GST, which must be equal to or higher than this base operation license fee. Bidders are required to quote their highest monthly operation license fee per month, without GST. Highest Bidder, who is qualified in the eligibility criteria for the bid, will get offer to run the canteen.**

Instruction to bidders

Bid Data Sheet

Sl. No.	Section	Remarks
1	Project	Operation of canteen on monthly operation fees basis.
2	Location	NKDA Administrative Building, Ground Floor, at plot No. DG/13, Premises No. 04-3333, Action Area – ID, New Town, Kolkata – 700 156.
3	NKDA	New Town Kolkata Development Authority
4	Duration	3(three) years
5	Project Components	Operation of NKDA canteen .
6	Earnest Money Deposit (EMD)	<p>Rupees 10,000/- (Rs.Ten thousand) only. The EMD shall be deposited through Demand Draft/Banker's Cheque in favour of "New Town Kolkata Development Authority" payable at Kolkata.</p> <p>The Earnest Money of the successful bidder will be converted to security deposit</p>
7	Mode of Selection	Highest monthly operation license fee will be accepted subject to fulfilment of eligible criteria.
8	Bidding Parameter	<p>Highest monthly operation 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.</p> <p>The quoted rate should be quoted in the prescribed BOQ format (Annexure-A) and no other document will be accepted.</p>
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.

Sl. No.	Section	Remarks
10	Bid Publication Date and time	24-02-2026 at 2:00 PM
11.	Last Date and time of uploading the bid	23-03-2026 upto 3:00 PM
12.	Date of opening bid	23-03-2026 at 4:00 PM

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 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 monthly operation license fee per month excluding GST
6. The financial bid of the technically eligible bidders will be opened and the bidder quoting the highest monthly operation 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.
8. NKDA reserves the right to reject any bid without assigning any reason whatsoever.

Special Conditions

1. The Agreement may be terminated with three months' (90 days) notice from either side. During the notice period the monthly operation fee will be adjusted against the security deposit held with the NKDA. Any unadjusted operation fee will be paid by the tenant before handing over the possession of the space to the NKDA.
2. On expiry or termination of the tenancy, the allotted space shall be handed over to NKDA in as provided at the beginning of the tenancy period condition.
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 canteen services 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.

Administrative Officer (EM)
New Town Kolkata Development Authority

Memo No. 1750/1(4) /NKDA/EM-I/Misc-47/Canteen/2026

Dated : 24-02-2026

Copy forwarded for information to:

1. The Finance Officer, NKDA
2. The Assistant Engineer (System), NKDA with a request to upload in NKDA website.
3. P.A. to The Hon'ble Chairman, NKDA
4. P.A. to the Chief Executive Officer, NKDA



Administrative Officer (EM)
New Town Kolkata Development Authority

ANNEXURE – A

PROFORMA OF BOQ

(TO BE SUBMITTED IN SEPARATE SEALED ENVELOPE)

Details of work	Quoted monthly Operation License Fee in Rs. excluding GST (both in figure and word)
Operation of Canteen at the Ground Floor of NKDA Office, DG/13, Premises No. 04-3333, AA-ID, New Town, Kolkata for a period of 3(three) years.	

**Signature of the applicant
(Full name of the applicant)**

Date :