



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 – 700156
Ph. No. Email Id:

Memo.No. 1948/ NKDA/41/SE(EER&B)2025

Date: 27.02.2026

REQUEST FOR PROPOSAL

**RUNNING RESTAURANT ON “LEAVE & LICENSE BASIS” AT GREEN VERGE BANQUET HALL
OF NEW TOWN BUSINESS CLUB, NEW TOWN**

NieT No. 16/NKDA/SE- R&B/2025-26

The New Town Kolkata Development Authority Administration intends to license a space for establishment of a Restaurant (with a measurement of 4800 sq. ft.) at Ground and First Floor of New Town Business Club, Green Verge Banquet Hall on monthly “Leave & License basis”.

Hence, NKDA invites proposals from eligible applicants to run the operations. NKDA will provide rented built-up space of an area of 5248 sq. ft. which may be utilized for this purpose at the indicated location with a License fee per month. The bidder will have to quote the rate per month excluding all element of applicable taxes and cess in the BOQ of the Financial bid of the E-tender fulfilling the eligibility criteria. 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. Taxes and other statutory fees, cess etc. will have to be borne by the bidder.

Sl No.	Name of the Work	Earnest Money (Rs.)	Period of License	Security Deposit
1	Running of Restaurant (Super-built up area of 5248sq.ft.) on “Leave & License basis” at Green Verge Banquet Hall of New Town Business Club.	Rs.1,00,000/- (Rupees one lakh) only.	60 (sixty) months	License Fee for 03 months (to be deposited to NKDA after issuance of LOI and before execution of Agreement)

Particulars of Bid:

1	Location	New Town Business Club Green Verge Banquet Hall.
2	Duration of Operation	60 (sixty) months
3	Mode of Bidding	Through E- Tender.
4	Bidding Parameter	The Bidder with Highest License fee per month will be selected for engagement subject to fulfilling of all the other terms and conditions.
5	Submission of Bid	The intending bidders will submit the bid through online via e-procurement portal. Highest bidder above Reserve Price will be considered for selection. Reserve Price will not be disclosed and kept confidential.
6	Date of Publishing of Tender (E Tender Portal)	28.02.2026
7	Documents download start date (Online)	28.02.2026 from 11:00 AM
8	Documents download end date (Online)	23.03.2026 at 3:00 PM
9	Date of Pre-Bid Meeting	05.03.2026 at 2:30 PM
10	Bid Submission Start date	10.03.2026 at 11:00 AM
11	Bid Submission End date	23.03.2026 at 4:00 PM
12	Bid opening date for Technical Proposals (Online)	25.03.2026 at 4:30 PM
13	Bid opening date for Financial (Online)	Will be intimated in due course after opening of Technical Bid
14	Validity of Bid	180 days

1. Background:

New Town Business Club or NTBC an initiative of NKDA has started functioning from 26/07/2016 and by this time of its journey it has above 2600 members and their families. NTBC arrange various outdoor and indoor games like Lawn Tennis, Badminton, Swimming, Table Tennis, Snooker and over and above Gym, facilities for upholding physical fitness of its members, Cultural Functions on Saturdays / Sundays, on special occasions. Members use all facilities to the maximum and attend the cultural and other events in huge numbers.

The details of the space for running the proposed Restaurant are as follows,

- a) Banquet Hall – 3000 Sq.ft.
- b) Store Room – 2 Nos. @ 324 Sq.ft. each
- c) Kitchen – 02 Nos. @ 800 Sq.ft. each
- d) Gate No.-4 of NTBC to be utilized for Public entry and exit

2. Eligibility:

Any Indian individual, partnership firm (registered/unregistered), Trust, HUF, Co-operative society, 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 in single capacity such as running Restaurant during the last 05 financial year
2. Should have valid Trade License
3. Should have valid Food License
4. Should have all other applicable License required for running Restaurant.
5. Should have valid GST number
6. Should have PAN card
7. Should have valid Aadhar Card.
8. Should have yearly average Turnover of Rs.5 Crore during last 03 years
9. Joint Venture/ Consortium will not be allowed.

3. Submission of Tender

The tender will be submitted in two bid system i.e. Technical bid & Financial bid. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>

Online Bid submission procedure

- i. *Registration of Contractor:* Agencies/Bidders who are interested in participating NKDA's e-tenders will have to be enrolled & registered with the Government e-Procurement system, through login on to <https://etender.wb.nic.in>. They are requested to contact to the toll-free **Help-line No. 1800 3070 2232 of National Informatics Centre** for registration and other clarification on e-tendering.
- ii. *Digital Signature certificate (DSC):* Each contractor is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) having Signing and Encryption certificate for submission of tenders, from the approved service provider of the National Information's Centre (NIC) on payment of requisite amount.
- iii. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website www.wbtenders.gov.in using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- iv. *Submission of Tenders:* General process of submission, Tenders are to be submitted through online to the stipulated website in two folders at a time for each work, one in Technical Bid & the other is Financial Bid before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded duly Digitally Signed.

TECHNICAL BID:

Sl. No.	CategoryName	Details
A	Certificate(s)	<ul style="list-style-type: none">• GSTRegistrationCertificate• PAN Card• P Tax• Trade License• Valid Food License• IT-Return for latest 03 (three) Financial years
B	CompanyDetail(s)	<ul style="list-style-type: none">• Proprietorship Firm(Trade License)• Partnership Firm(Partnership Deed, Trade License)• Ltd.Company(Incorporation Certificate, Trade License)
C	Credential	The Agency should submit relevant documents in support of experience in the same field such as running Restaurant in single capacity during the last 05(Five) Financial years from the date of issue of EOI.
D	Financial Information	<ul style="list-style-type: none">• Audited Financial Statement for last 03 financial years.• Average annual Turnover certified by the Statutory Authority of the firm/ company.
E	Other Documents	All other applicable License required for running Restaurant

- The documents submitted by the bidder may be verified or checked with the original documents and if any fraud/falsification/misrepresentation/mal practice is found then the tender will be cancelled with forfeiture of EMD.

Penalty for suppression / distortion of facts:

If any tenderer fails to produce the hard copies of the documents as may be asked for further verification (especially Experience Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the tenders on e-Tender platform for a 2 (two) years. Additionally, the EMD submitted by the bidder shall be forfeited by the Tender Inviting Authority without assigning any reasons to the bidder.

The **FINANCIAL BID** of the prospective qualified Bidder(s) will be considered only if the **TECHNICAL BID** of the Bidder(s) is found qualified by competent authority of New Town Kolkata Development Authority. The decision of the competent authority of New Town Kolkata Development Authority will be final and absolute in this respect.

FINANCIAL BID:

- i) Single rate to be offered as License Fee per month shall be quoted in the Financial bid of the tender. This fee will be enhanced by @3% every year.
- ii) The rate quoted by tenderer shall be exclusive of all taxes. All statutory taxes, fees, cess etc. to be borne by the selected agency.

4. Taxes & duties to be borne by the Contractor:

It may again be reiterated that all the applicable Tax, Royalty, Construction Workers Welfare Cess and similar other statutory levy / cess etc. will have to be borne by the selected agency while executing the work.

5. Site inspection before submission of tender:

Before submitting the tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing at site by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on this account afterwards.

6. Conditional and incomplete tender:

Conditional and incomplete tenders shall be summarily rejected.

7. Engagement period

The engagement with the allottee will be initially for a period 05(five) years(60 months) from the date of inception of operation which may be extended on yearly basis upto 4 years on mutual terms and conditions.

Rent will be increased by 3% after expiry of every year.

8. Obligations on Agency

- 1) The successful Bidder/Agency will have to run the restaurant for the period specified in this Notice against **payment of monthly license fee in time**. Delayed payment of License Fee may attract penalty @2% per month delay. However, NKDA reserves right to terminate contract with a notice of 07 days.
- 2) The Agency should obtain Restaurant License, Fire License from the Competent Authority and to submit the same to NKDA Authority for record. This License should be renewed time to time.
- 3) The amount of Earnest Money Deposit of Rs. 1,00,000/- (Rupees one lakh) of the successful Bidder will be returned only after deposition of 03 months License Fees as Security Deposit. Earnest Money Deposit of unsuccessful Bidder will be refunded after completion of the tender process.
- 4) The amount so converted will bear no interest and may be forfeited by the NKDA at its option in case of breach of any of the terms and conditions on the part of the operator. Such security deposit will be refunded after successful completion of the contract period.
- 5) The successful Bidder shall be responsible to run the Restaurant with its own employees. He/ they should run the Restaurant with all necessary equipment for cooking, serving etc. Any addition or alteration in the allotted space is not permitted except for interior decoration work for which written consent of the NKDA should be obtained beforehand. If any damage to the premises is caused due to negligence or any activity of the Intending Bidder, he will have to make good such damage at his own cost. If any violation of this condition is detected, it will be considered as a breach of the contract and it will entail the agreement liable to be cancelled forthwith.
- 6) The successful Bidder shall engage and deploy at his own cost, adequate numbers of whole-time qualified personnel for smooth and proper execution of the work. The Intending Bidder shall ensure that staff engaged for the purpose are well trained polite and free from communicable diseases.
- 7) All the staff should be well dressed in a uniform whose design shall have prior approval of the NKDA authority or his authorised representatives) each employee shall wear a photo identity card to be provided by the selected agency and approved by NKDA. The cost of uniform & Id card to be borne by the agency.

- 8) The timing for opening of Restaurant subject to approval by NKDA depending upon seasonal suitability if it considers it necessary.
- 9) 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.
- 10) That the waste materials so generated out of running of the Restaurant will be handled by the Agency as per rules and guidelines of New Town Kolkata Development Authority for collection by its Solid Waste management staff from a particular point as decided by it (NKDA). There should be system of separation of bio-degradable/food waste and non-bio-degradable/recyclable wastes. No waste material should be allowed to decompose or disposed of either inside the Restaurant or the adjacent area outside the Restaurant for keeping the area clean and pollution free. No littering will be allowed under any circumstances. NKDA reserves the right to cancel the Agency agreement in such cases.
- 11) The Agency will be responsible for maintaining high standards of hygiene and cleanliness in the Restaurant and for full observance of all relevant regulations of Government /NKDA.
- 12) The Agency shall not carry out any other business within the premises/ site of the restaurant other than running the Restaurant under any circumstances.
- 13) That all materials should be used as per rules and regulations of Health Department, Government of West Bengal, Environment Department Government of West Bengal and NKDA.
- 14) The food items should have nutritious value and shall be subject to verification by the officials of NKDA or of Health department /Consumer Affairs Department, Government of West Bengal or representatives of any other competent authority at any time. If the quality of food is not found to be satisfactory, the food items shall be liable to be replaced at the cost of the Agency. Further if the food quality is found to be unsatisfactory repeatedly, the contract will be liable to immediate termination.
- 15) That the entire arrangement should be in pollution free manner. In case of any deviation, the contract shall also be liable to be cancelled.
- 16) The Agency will be solely responsible for all payments and observance and compliance of relevant provision of laws/rules/regulations etc. in respect of his employees and the business of running the Restaurant. NKDA or its authorised representatives will have no liabilities whatsoever with regard to such statutory compliances and payments.
- 17) The Agency shall maintain a suggestion and Complaint Book and the Suggestion recorded therein will be given due consideration. Notice disclosing existence of this book will have to be displayed in English and Bengali at a prominent point within the Cluster of food stall. This book must be readily available for inspection by the NKDA officials whenever called for.
- 18) The Restaurant including store space, equipment/ implements etc, including then articles kept by Agency for serving of food and beverages shall remain open for inspection by the NKDA or its authorised representative (s) at any point of time.
- 19) That cooking will be allowed only with use of non-domestic cooking gas, i.e., non-domestic LPG only inside the kitchen area of the Restaurant. Preservation of any inflammable article other than non-domestic cooking gas is not allowed. Use of domestic cooking gas/kerosene/coal/electricity /any other item as a cooking medium is strictly prohibited and if found so on inspection by NKDA or any other authority competent to inspect, the agreement will be liable to be cancelled forthwith.
- 20) That NKDA will only provide the space of Restaurant, water and electricity connections. All recurring costs for running the Restaurant and charges for water and electricity consumption will have to be borne by the Agency himself.
- 21) The Agency will have to do all minor repairs at his own cost after obtaining prior written approval of NKDA.

- 22) That in case of any major repairs work undertaken by NKDA for any reasons the Agency will have to vacate the premises and simultaneously arrange for an alternative accommodation by him at his own cost and NKDA will not entertain any claim whatsoever in this regard.
- 23) That at the end of the contract period, the premises is to be handed over by the Agency to NKDA at its original form.
- 24) That sub-letting of the Restaurant either in full or part by the Agency is strictly prohibited and if found so, the Agreement is liable to be terminated including imposition of penalties as determined by the NKDA.
- 25) The Agency shall have to comply with all the provisions of West Bengal shops and Establishment Act 1963 while running the Restaurant.
- 26) Upon breach of any of the terms and conditions as detailed in this e-tender by the Agency, NKDA may issue a notice in writing, determine and put end to the contract, to be entered into, without prejudice to the right of the NKDA to claim damages for antecedent breaches thereof on the part of the Agency and also to reasonable compensation for the loss occasioned by the failure of the Agency to fulfil the terms and conditions of this Agreement as certified in writing by NKDA which certificate shall be conclusive evidence of the amount of such compensation payable by the Successful Bidder to the NKDA.
- 27) In the event of any dispute or differences, whatsoever arising in connection with any terms & condition or guideline relating to meaning and interpretation subsequently including any alleged breach thereof, the same shall be referred to the Chairman, NKDA and his decision will be considered final.
- 28) For any disruption of running the Restaurant for any reason beyond the control of NKDA, it (NKDA) shall not be bound to pay any compensation or compensate any loss of profit for any reason whatsoever if claimed by the BIDDER.
- 29) The Agency agrees to indemnify, hold harmless, defend and protect NKDA officers, Directors, agents and employees from and against any and all claims losses, damages, demands liabilities, suits, costs, expenses (including attorney's fees) penalties judgments, or obligations whatsoever for or in connection with injury (including death) or damage to any person or the loss or damage of property to whomsoever, belonging or pecuniary or monetary loss resulting from arising out of or in any way related to activity conducted by or the omissions of Bidder.
- 30) The Agency will operate the same by engaging its own employees and equipment/machinery.
- 31) Air conditioners may be installed at the cost of the Agency with permission from NKDA towards power load availability. The allottee will be responsible for paying the monthly electricity charges.
- 32) The internet charges and power back up arrangement will be arranged by the agency.
- 33) Interiors of space including proper lighting arrangement, IT hardware, Consumables, Stationery items, storage racks, shall be installed and maintained by the agency in fit for use condition at all point of time.
- 34) The statutory permissions and licenses like FASSI, if applicable, etc. will be obtained by the agency at their own cost and arrangement.
- 35) All taxes and levies will be borne by the allottee.
- 36) The Agency should ensure fire safety and general safety and security of the space.

Special Conditions

1. The License Agreement may be terminated with three months' (90 days) notice from either side. Any unadjusted rent will be paid by the Agency before handing over the possession of the space to the NKDA.
2. On expiry or termination of the license, the license space shall be handed over to NKDA in condition as provided at the beginning of the contract period.
3. The selected bidder shall 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.
4. All facilities and services will be available to the members of the NTBC and outside customers also. Agency has to keep provision of discount @20% on food items to the NTBC members.
5. No Home Delivery facilities will be allowed.

Superintending Engineer
New Town Kolkata Development Authority

Memo.No. 1948/ NKDA/41/E(EER&B)2025

Date:27.02.2026

Copy forwarded for information to:-

1. Chief Executive Officer, New Town Kolkata Development Authority.
2. Administrative Officer (SW), New Town Kolkata Development Authority
3. Chief Engineer, New Town Kolkata Development Authority
4. Finance Officer, New Town Kolkata Development Authority.
5. Executive Engineer (R&B), New Town Kolkata Development Authority.
6. P.A to the Hon'ble Chairman, New Town Kolkata Development Authority.
7. P.A to the Member Secretary, New Town Kolkata Development Authority
8. Office Notice Board.
9. Official Website of New Town Kolkata Development Authority (www.nkdamar.org)

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