

Memo No: 7909 /NKDA/NTBC/GM/2023-2024

Dated: 08-08-2023

**EXPRESSION OF INTEREST**  
**EOI No: 06/GM/NKDA/NTBC of 2023 - 2024**

General Manager, New Town Business Club (NTBC) functioning under the aegis of NKDA invites Expression of Interest (EOI) from eligible and reputed Trainers / Agencies for selection of Lawn Tennis Trainer as per schedule and terms and conditions as given below:

SI No	Particulars of Work	Period of Contract	Revenue Sharing Ratio
1	Lawn Tennis Trainer – 1 no	11 months from the date of signing the Agreement	Minimum Monthly Fees for trainees would be quoted and the monthly collected revenue would be shared in the ratio of 51%:49% between NTBC and the Trainer / Agency respectively after deduction of GST @ 18%

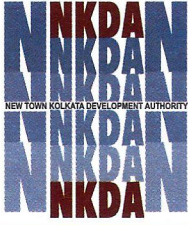
**Important Dates:**

Last date & time of submission of documents at NTBC	18-08-2023 up to 3:00PM
Date & time of Opening of bidding documents	18-08-2023 at 3:30PM
Date for empanelment of the selected Coach / Agency	01-09-2023

The sealed bidding documents should be addressed to The General Manager, New Town Business Club, Street No 90, Action Area 1A, Block AE, New Town, Kolkata 700156. EOI received after stipulated date and time shall be rejected summarily

**General Conditions:**

1. The sealed bidding documents should be deposited at the Office of NTBC on or before the stipulated date and time
2. The bidding documents must be sealed in an envelope super-scribing “**SELECTION OF LAWN TENNIS TRAINER**”
3. Conditional quotation will not be entertained and will be summarily rejected.
4. After having been selected as a successful Trainer / Agency on written intimation shall have to enter into an Agreement in duplicate on non-judicial stamp paper of Rs 10.00 (Rupees Ten), the cost of which would be borne by the Trainer / Agency. The Trainer / Agency shall be bound by the terms and conditions of contract to be executed along the specifications as enumerated. The Agreement / Deed of Contract shall be valid for a period of 11 (eleven) months from the date of signing the same. The Agreement can be renewed afterwards on mutual consent
5. The intending Trainer / Agency should have the following minimum criteria for selection:
  - a. Certificate of Elementary Coaching from All India Tennis Association
  - b. Certificate of Attendance of “PLAY Tennis Course” from International Tennis Federation
  - c. Any other Merit Certificate on Tennis
  - d. Experience Certificate from Reputed Organization



# 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

6. The intending Trainer / Agency should also submit photocopy of the following documents:
  - a. PAN Card
  - b. Aadhar Card
  - b. Professional Tax with paid Challan of the current FY
  - c. Valid Trade License & GSTN Certificate (for Agencies only)
7. Each page of the requisite documents must be stamped and signed by the person / authorised persons submitting the bid in token of his / their having acquainted himself / themselves and accepted the entire bid documents including various conditions of empanelment

## Scope of Work & Conditions:

1. The revenue generated each month by way of training fees of students for a particular sport will be shared between NTBC and the selected Trainer / Agency in the ratio of **51%:49%** respectively after deduction of GST @ 18%. The payment to the Trainer / Agency will be made after completion of each month within 7 (seven) working days of the following month by way of a crossed cheque drawn in favour of the Trainer / Agency or by online transfer.
2. All students will pay the fees due to them by card / online transfer / UPI to New Town Business Club by the 10<sup>th</sup> of each month, students failing to pay would be debarred from training for that month. The same student may however join the class next month after paying the requisite fees to NTBC
3. The Trainer / Agency will be imparting training to the students for 2 (two) days a week for a slot of 1½ (one and half) hour
4. The Authority will bear absolutely no financial liabilities
5. The Authority will not be responsible for any injury (fatal / non-fatal) occurring to any student in the course of training imparted
6. The Authority reserves the right to ~~terminate any~~ or the entire empanelment list without assigning any reason thereof. The empanelment may be rescinded ~~at any point~~ due to bad conduct on the part of Trainer / Agency
7. On approval of empanelment, the Trainer / Agency is required to sign an Agreement with GM, NTBC. The same may be terminated in case of irregularities / under performance / non-adherence to Govt Orders / suppression of facts by giving one-month notice from the Authority

  
General Manager  
New Town Business Club

Memo No: *7909* /1(4)/NKDA/NKDA/GM/2023-2024

Dated: *08*-08-2023

Copy forwarded for information and necessary action to:

1. The Chief Executive Officer, NKDA
2. The Finance Officer, NKDA
3. P.A to Hon'ble Chairman, NKDA
4. System Manager, NKDA for uploading on the website: [www.nkdamar.org](http://www.nkdamar.org)

  
General Manager  
New Town Business Club

Page 2 of 2