



New Town Kolkata Development Authority

Memo No. 7551 /NKDA/EM-Cmnty.Market/23/2023

Date:25.07.2023

Notice inviting Request for Proposal No. RFP/01/EM-I/NKDA/2023-24

Request for Proposal for Letting Out space at ground floor of two storied building for bank ATM

(Submission through online only)

New Town Kolkata Development Authority
Administrative Building. Plot No - DG/13,
Premises No - 04-3333, Action Area - ID,
New Town, Kolkata - 700156

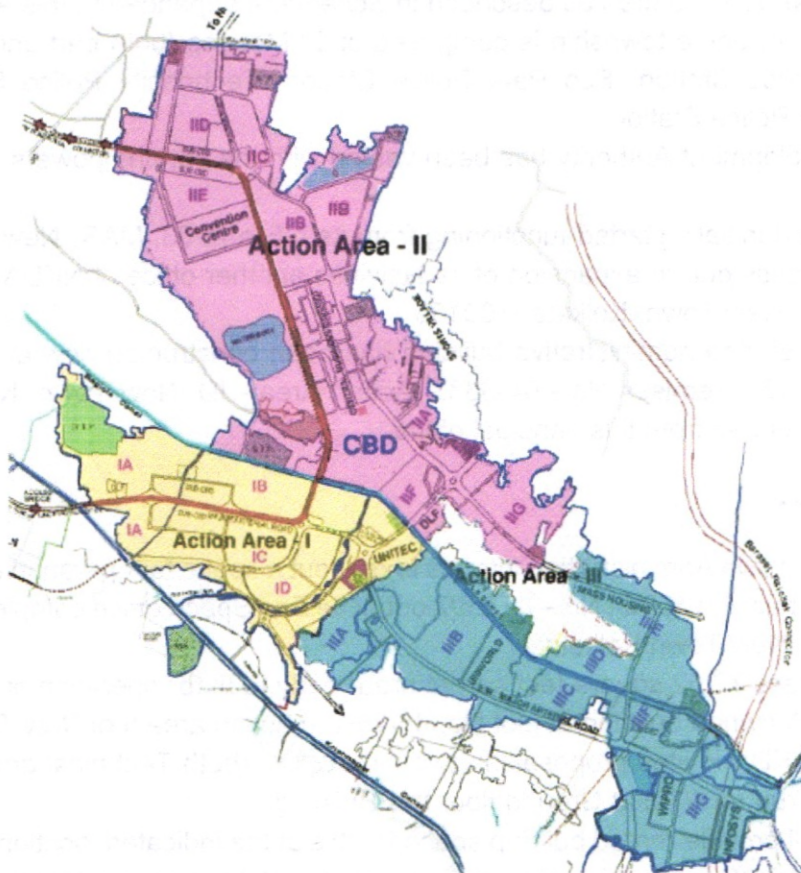
A. Background

a. **New Town**

New Town Kolkata is a planned newly developed green field satellite city on the north-eastern fringes of Kolkata in the district of North 24 Parganas in West Bengal. The city is 10 years old, being born with the enactment of the NKDA Act in 2007. The city coverage area of 30 km² and with population of 10,00,000.

Being a planned city, the existing settlements have been kept undisturbed and suitably integrated into the proposed land use as lying areas designated One of the flexible New Town developed in units for the plan, Action Area-I, three action development Additionally Central Business District

Fig 1: Map of New Town Kolkata



administrative and commercial functions have been placed at CBD located at the centre of the city. The land use breakup of the whole New Town Planning Area shows that residential area covers maximum 40.17% followed by commercial area of 10.14%. IT and ITES has been allotted 4.73%. Social infrastructure areas have been allocated 10.07% and open spaces 14.06%. Commercial, IT and ITES land use has been placed in the centre of the city around which residential land use is distributed.

The city provides best in class urban infrastructure facility and government service delivery to its citizens while preserving the cultural heritage of West Bengal. Over the last few years, the city has achieved world class basic / core infrastructure facilities.



New Town is a Smart City under the Smart City Mission of Government of India.

b. New Town Kolkata Development Authority (NKDA)

The New Town Kolkata Development Authority has been constituted under The New Town Kolkata Development Authority Act, 2007 (The West Bengal Act XXX of 2007) for rendering various civic services and amenities within New Town, Kolkata and it has come into effect since November 2008. The New Town Kolkata Development Authority Act, 2007, was passed by the West Bengal Legislature and the assent thereto of the President of India and it was published in the Kolkata Gazette Extraordinary of the 30th June 2008 vide Notification No. 1088-L dated 27th June, 2008.

This Act has come into effect, retrospectively, from 28th December 2006 and it extends to the whole New Town Kolkata area as described in Schedule-I appended to this Act.

The area of entire township is comprised of 34 Mouzas (both part and full) falling in areas of New Town Police Station, Eco Park Police Station, Technocity Police Station and Kolkata Leather Complex Police Station.

The Development Authority has been vested with the various powers and functions under the said Act.

NKDA had initially started functioning from its office at 03, MAR. New Town, Kolkata -700156 and subsequently due to expansion of its activities another office of NKDA has started functioning from 01, MAR. New Town, Kolkata -700156

A new 5 storied administrative building has been constructed now at Administrative Building. Plot No - DG/13, Premises No - 04-3333, Action Area - ID, New Town, Kolkata – 700156. At present NKDA operates from this principal office.

c. Intent

The New Town Administration intends to rent out a space for operation of a Bank ATM at the ground floor of a building at Plot No – IIF/26/2 opposite Eco Space office complex on street No. 372 in Action Area II of New Town Kolkata.

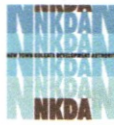
More or less 72.52 square feet carpet area ready to fit for operation of bank ATM at ground floor of the NKDA owned building at plot No. IIF/26/2 in action area II of New Town Kolkata.

Hence, NKDA invites proposals in two bid system (both Technical and Financial bid) from eligible banks to run an ATM at Ground floor this Building.

NKDA will provide rented built-up space for this at the indicated location with a minimum offered rate of Rs.39.60/-(Rupees thirty nine and paise sixty only) per square feet per month plus applicable GST. 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' and at <https://wbtenders.gov.in>

B. Eligibility

The eligibility criteria for application of intending organizations for consideration of selection of the Organization for operation of the Bank ATM are provided as under:



1. Should be scheduled commercial bank with banking operation license from Reserve Bank of India for operation of banking business in India.
2. Should be having valid GST number
3. Should have trade license

C. Terms of engagement

a. Engagement period

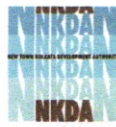
- i. The engagement of the Bank will be initially for a period of 15 years from the date of inception of operation.
- ii. There shall be a rent-free fitment period of 30 days from the date of commencement of the rent.
- iii. Rent will be increased by 15% after expiry of every three years.

b. Obligations on NKDA

- i. NKDA will provide appropriate covered space with electricity and drainage at the ground floor of the two storied building, Plot No – IIF/26/2, Action Area - IIF, New Town, Kolkata – 700156.
- ii. No rent will be charged for the space for the first 30 days from the date of commencement of the rent agreement.
- iii. NKDA shall facilitate the process of statutory permissions and licenses by issuing necessary No objection Certificates and forwarding notes wherever required and feasible.
- iv. Adequate space for installation and servicing of pole for VSAT/Radio Antenna will be provided on the rooftop at the cost of the tenant without any extra rent. However, such installation will have to be made and serviced without disturbing any existing installation of NKDA.
- v. Space for signages of maximum dimension 10 feet by 4 feet will be provided at the Ground Floor level at the front of rented area without any extra rental charges.
- vi. However, this will not cause any right or title on the space other than that of operating the ATM in the space provided till the tenancy period.

c. Obligations on tenant

- i. The tenant will operate an ATM at the space let out to them by NKDA by engaging its own employees and equipment/machinery.
- ii. NKDA will provide a covered space. The tenant will get the internal decorations, set up work and furnishing appropriate to their business needs without obstructing any ingress and egress way to the space and without altering any civil structure or fitment already existing.
- iii. Air conditioners may be installed at the cost of the tenant with permission from NKDA towards power load availability.
- iv. The electricity charges, internet charges and power back up arrangement will be upon the tenant



- v. Interiors of ATM including proper lighting arrangement, IT hardware, Consumables, Stationery items, storage racks, shall be installed and maintained by the tenant in fit for use condition at all point of time.
- vi. The statutory permissions and licences for running the ATM will be obtained by the tenant at their own cost.
- vii. All taxes and levies will be borne by the tenant.
- viii. The tenant should ensure fire safety and general safety and security of the space.
- ix. No business other than that of Banking and financial services 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.

D. Instruction to bidders

a. Bid Data Sheet

Sl. No.	Section	Remarks
1	Project	Operation ATM from the Ground floor of NKDA Building
2	Location	Ground floor of the New Town Kolkata Development Authority owned two storied building at IIF/26/2 opposite Eco Space complex in Action Area IIF in New Town Kolkata
3	NKDA	New Town Kolkata Development Authority
4	Duration	15 (Fifteen) years
5	Project Components	Setting up and operation of a bank ATM compliant with banking rules and regulations.
6	Earnest Money Deposit (EMD)	<p>Rupees 11,000/- (Eleven Thousand only) necessary earnest money will be deposited by the bidder through the following payment mode as finance dept. order no-3975-F (Y) dated 28th July 2016</p> <ol style="list-style-type: none">a) Net banking (any of the banks listed in the ICICI Bank payment gateway in case of payment through ICICI payment gateway).b) RTGS/NEFT through bank account in any bank. The EMD shall be deposited in favour of "New Town Kolkata Development Authority" payable at Kolkata. <p>The Earnest Money of the successful bidder will be converted to security deposit</p>
7	Mode of Selection	Online bid through wbtenders.gov.in

Sl. No.	Section	Remarks
8	Bidding Parameter	Rent offered per square feet of carpet area of space per month excluding GST. The highest bidder will be chosen for engagement subject to fulfilling all the other terms and conditions. The quoted rate should be quoted in the BOQ and no other document.
9	Bidding site	Wbtender.gov.in All clarifications and responses to pre bid queries will be published in this site at relevant link.
10	Bid Publication Date and time	28.07.2023, 12 noon
11	Starting date of downloading the bid	28.07.2023, 3 PM
12	Date, time and venue of pre bid meeting	03.08.2023 at 2 PM, NKDA Office, Plot No. DG/13, AA-ID, New Town-700156
13	Last date of downloading the bid documents	18.08.2023 upto 12 noon
14	Last Date and time of uploading the bid	18.08.2023 upto 6 PM
15	Date of uploading the list of technically qualified bidders	To be notified
16	Date of opening financial bid	To be notified

b. General Instructions for online bidding

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

Registration of Contractor:

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://etender.wb.nic.in> (the web portal of NKDA the contractor is to click on the link for e-Tendering site as given on the web portal.

Digital Signature certificate (DSC):

Each contractor is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site. DSC is given as a USB e-Token.

The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned, using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

Participation in more than one work:



A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job all his applications will be rejected for that job.

Submission of Tenders:

Tenders are to be submitted through online to the website in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non-readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents:

PREQUALIFICATION DOCUMENTS:

Prequalification Application (Sec-B, Form – I)

Earnest Money (EMD) as prescribed in the N.I.T. to be deposited online at the appropriate link in the tender portal in favour of the NKDA.

N.I.T.

(NIT, Tender Document downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. In case quoting any rate in WBFR 2911, the tender is liable to be summarily rejected.)

TECHNICAL DOCUMENTS

Affidavit [Ref. Format]

Experience profile [Form No-IV] Section B.

(b). Non-statutory Cover Containing the following documents:

Professional Tax (PT) deposit receipt challan for the financial year 2018-19, Pan Card, IT, Saral for the Assessment years 2018-19, 2019-20, 2020-21

Power of Attorney for signing authority

Banking License issued by RBI.

N.B.: Failure of submission of any of the above-mentioned documents as stated will render the tenderer liable to be rejected for both statutory & non statutory cover.

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS SHOULD BE ARRANGED IN THE FOLLOWING MANNER

Click the check boxes beside the necessary documents in the My Document list and then click the tab "Submit Non-Statutory Documents" to send the selected documents to non-Statutory folder.

Next Click the tab "Click to Encrypt and upload" and then click the "Technical" Folder to upload the Technical Documents.



	Category Name	Sub-Category Description	Detail(s)
	Certificate(s)	Certificate(s)	GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (Current). Latest IT Receipt. IT-Saral for Assessment Preceding year.
	Company Detail(s)	Company Detail	Banking license from RBI

Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of NKDA will function as Evaluation Committee for selection of technically qualified contractors.

Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a).) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b).) will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate (Presenting Above / Below / At per) online through computer in the space marked for quoting rate in the BOQ.

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time



frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

Rejection of Bid:

Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

Award of Contract

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents downloading from the website stated in Sl. No. 1 of N.I.T.



E. Method of Evaluation

1. The evaluation of the bid will be made by a bid evaluation committee constituted by the competent authority of NKDA.
2. The technical eligibility will be determined on the basis of submitted documents and the decision of the authority will be final in this matter.
3. 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.
4. In the financial bid, the bidders will have to quote the offered rent per square feet per month excluding GST for the space available for Bank ATM. The offered rate should be equal or above Rs.39.60(Rupees Thirty-nine and paise 60 only) per square feet per month excluding GST. Any rate quoted below will lead to cancellation of the bid.
5. The financial bid of the technically eligible bidders will be opened and the bidder quoting the highest monthly rent excluding GST will be selected as the chosen bidder subject to fulfilment of all other conditions.
6. Disclosure of offered rate at any place other than the BOQ will lead to cancellation of the bid.

F. Special Conditions

1. The rent agreement may be terminated with three months' (90 days) notice from either side. During the notice period the rent will be adjusted against the security deposit held with the NKDA. Any unadjusted rent 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 rented 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 selected Bank will have to start operation of the Bank ATM within one month (30 days) of signing the contract for lease, failing which the offer for engagement shall stand cancelled and the EMD will be forfeited.
7. The operation of ATM should be done in a pollution free manner.
8. 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.

Estate Manager-I
New Town Kolkata Development Authority



Memo No. 7551 (v) /NKDA/EM-Cmnty.Market/23/2023

Date: 25.07.2023

Copy forward for information to:

1. Administrative Officer-I, NKDA
2. Finance Officer, NKDA
3. System Manager, NKDA with a request to upload the tender documents in NKDA website and <https://wbtenders.gov.in/> website
4. P.A. to Hon'ble Chairman, NKDA
5. P.A. to CEO, NKDA

Estate Manager-I
New Town Kolkata Development Authority