



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: 2507/NKDA-13099/5/2020-BC SEC(NKDA)-NKDA

Dated: 10-03-2023

NOTICE INVITING EXPRESSION OF INTEREST (EOI): 01/GM/NKDA/NTBC of 2023 - 2024

New Town Kolkata Development Authority (NKDA) invites an Expression of Interest (EOI) from eligible, reputed HR out sourcing Firm / Agency for **Engagement of Skating Trainer (Male / Female) in New Town Business Club** by way of offering response in the prescribed format as appended hereto in Annexure – I. The agency should have experience in similar nature of work preferably under Govt. Departments or other organization. All information contained in this EOI & that will be subsequently provided/clarified are in good interest and faith. The applicants should also make their own independent investigation in relation to any additional information that may be required. This is not an arrangement and is not an offer or invitation to enter into an agreement of any kind with any party and the information provided at this stage is merely indicative. The Responsive Applicant(s) shall abide by the Rules & Regulations of New Town Kolkata Development Authority

The sealed documents (Annexure - I & II duly filled up & signed) should be addressed to The General Manager, New Town Business Club. EOI received after stipulated time and date shall be rejected summarily. EOI document will be issued to the Bidder free of cost

PERIOD OF ENGAGEMENT: 6 (six) months

IMPORTANT DATES:

SI No	Particulars	Date & Time
1	Last Date & Time of issue of EOI documents	16/03/2023 up to 2:00PM
2	Last Date & Time of submission of EOI documents	23/03/2023 up to 3:00PM
3	Date of opening of EOI documents	24/03/2023 up to 4:00PM

SCOPE OF WORK & CONDITIONS:

1. The concerned Firm / Agency will have to make arrangements as per request of the Members of NTBC / residents of New Town to train Skating as per requirement
2. New Town Kolkata Development Authority will under no circumstances be held responsible and will bear no financial liabilities
3. The Firm / Agency will have to adhere strictly to the rules and regulations of the New Town Kolkata Development Authority in all regards
4. The Authority reserves the right to terminate any or the entire agreement at any point of time without assigning any reason thereof. The contract may be rescinded at any point of time due to bad conduct / work which will be evaluated by the Authority
5. The Technical Bid and Financial Bid must be sealed in separate envelopes super-scribing "Technical Bid", and "Financial Bid" and both the envelope must be placed in a third envelope super-scribing "**EXPRESSION OF INTEREST FOR ENGAGEMENT OF SKATING TRAINER (MALE / FEMALE) at New Town Business Club**". This envelope should be sealed and delivered to The General Manager, New Town Business Club, Street 90, Block AE, New Town, Kolkata - 700156 on or before the stipulated date and time

6. Each page of the requisite documents must be stamped and signed by the person or authorized persons submitting the bid in token of his / their having acquainted himself / themselves and accepted the entire bid documents including various conditions. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Authority. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS BIDDING DOCUMENT**

7. Qualification criteria of Trainer:
a) Certificate on Skating Course from reputed institute
b) At least 3 years' experience as a Skating Trainer

8. The Bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder as and when so needed

9. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of imposed, the bids not meeting the minimum eligibility criteria, Bids not accompanied with any other requirements, stipulated in the notice are liable to be rejected. Conditional tender will not be entertained and shall be deemed as "informal"

10. The Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof.

11. If the Authority is not satisfied by performance of the manpower, then replacement manpower shall be provided within 07 (seven) days, failure of which will lead to termination of the contract by the Authority


**General Manager
New Town Business Club
for New Town Kolkata Development Authority**

Memo No: 2507/1(4)/NKDA-13099/5/2020-BC SEC(NKDA)-NKDA

Dated: 10-03-2023

Copy forwarded for information and necessary action to:

1. Chief Executive Officer, NKDA
2. Finance Officer, NKDA
3. P.A to Hon'ble Chairman, NKDA
4. Office Notice Board
5. Official Website of NKDA (www.nkdamar.org)


**General Manager
New Town Business Club
for New Town Kolkata Development Authority**

ANNEXURE - I

TECHNICAL BID DOCUMENT

Mandatory details to be provided with seal & signature

SL No	Particulars	
1	Name of the Bidder / Firm / Agency, Office Address, Telephone No, Fax No, Mobile No, E- mail	Copies shall be enclosed
2	Valid Trade License	Copies shall be enclosed
3	PAN	Copies shall be enclosed
4	Experience certificates as required.	Copies shall be enclosed
5	All the bid document and Corrigendum / Amendment (if any)	Signature & stamp on bid document

A declaration must be submitted along with the above mentioned documents under the letter head of the Bidder bearing the effect that the Bidder hereby undertakes to follow all the norms as specified in the EOI Notice

(Name and Signature of Bidder / Tenderer with stamp of the Firm)

ANNEXURE - II

FINANCIAL BID DOCUMENT

Mandatory details to be provided with seal & signature

SI No	Description of Items	Quantity	Unit	Rate to be quoted by Bidders* EXCLUDING GST and all other taxes & charges (Rs)	Amount INCLUDING GST and all other taxes & charges (Rs)
1	Skating Trainer 1 (one) no Male / Female	1 head	Per head / Month		
Total Rs					
Total Amount for 06 (six) months = Rs					

*Bidders quoting more than 20% of median quote from the lowest bid would not summarily be considered to take part.

In order to utilize the skating rink at Clock Tower it is mandatory to take part in the bidding. Non-bidders would not be allowed to utilize the Skating Rink.

(Rupees

Name of the Bidder / Tenderer

Address and Contact No of the Bidder / Tenderer

Signature of Bidder / Tenderer with stamp of the Firm