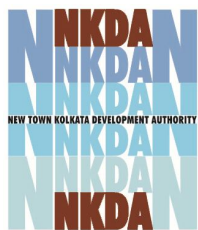


NEW TOWN KOLKATA DEVELOPMENT AUTHORITY



(A Statutory Authority under Government of West Bengal)
03, Major Arterial Road, New Town, Kolkata – 700156

Memo No: 5449/ NKDA / Engg – 36 / 2010 (VIII)

Date: 08 /09/2017

NOTICE INVITING EXPRESSION OF INTEREST

EOI. NO. : 02 / EE – I /NKDA of 2017 – 18.

New Town Kolkata Development Authority (NKDA) invites an Expression of Interest (EOI) from eligible reputed & licensed Event Management Teams for offering response in the prescribed format as appended hereto in Annexure – I for Organizing Monthly Cultural Events i.e. one programme in each month in the Banquet Hall or adjoining area of New Town Business Club (NBTC). The initial contract will be for a period of 06(six) months for 06 (six) events, each preferably on a Saturday. All information contained in this EOI, subsequently provided/clarified are in good interest and faith. This is not an arrangement and is not an offer or invitation to enter into an agreement of any kind with any party. Each applicant should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in the EOI. Applicants should make their own independent investigation in relation to any additional information that may be required. Information provided at this stage is merely indicative. The Responsive Applicant(s) shall abide by the Rules & Regulations of New Town Business Club and New Town Kolkata Development Authority.

The sealed bidding document (Annexure-I duly filled up & signed) should be addressed to the Executive Engineer-I, New Town Kolkata Development Authority. EOI received after stipulated time and date shall be rejected summarily.

Sl No.	Particulars.	Date & Time
01.	Last date & Time of Submission of EOI	21/09/2017 upto 4.00 PM
02.	Date & Time of opening of EOI	22/09/2017 at 4.30 PM

BACKGROUND:-

NTBC an initiative of NKDA has started functioning from 26.07.2016 and by this time of its journey. it has about 1500 members and their families, with a goal to achieve about 2000 members by the end of 2017. NTBC has been able to arrange various outdoor and indoor games like Lawn Tennis, Badminton, Swimming, Table Tennis, Darts, Snooker and over and above Gym facilities for upholding physical fitness of its members. The construction of indoor court for Badminton & Squash is in progress with an aim to be commissioned by the winter. However to infuse some vibrancy and to make it a happening place of Kolkata there is a requirement to have an Event Management Team who will look after the cultural and entertainment side of the Club

SALIENT FEATURES

1. The EOI for Event Management Team will have to be submitted to the Executive Engineer-I, New Town Kolkata Development Authority at the office of NKDA in a sealed cover within the last date of submission of EOI.

2. The intending applicant should submit in a sealed envelope one letter expressing his interest of setting up of the centre along with the proposal.
3. The EOI letter should be consisting of all information as per details given in the Annexure-I enclosed.
4. The selection will be made on the basis of highest BID offered. Agency giving highest money will be awarded H1 Bid. Money for each event will be given in full. 02 (two) weeks before the date of event. GST has to be paid extra. The reserve price shall not be less than 75% (seventy five percent) of Banquet hiring charge per event as applicable to non-members.
5. The selected Organization/ Team will have to make their/his/her arrangements to set up the space according to the need including arrangement of performers, musical, lighting and seating arrangements as may be necessary to conduct the Events at their/his/her own cost including the upkeep during the entire period of event and agreement. During the period of Event the organizers would have access to the Banquet hall and adjoining open space.
6. NTBC will provide the space of its Banquet Hall and or adjoining open space & the existing facilities of lighting arrangement & centralized AC. Other arrangements would have to be procured by the Event Manager which may include external generator set to cater for the overload over and above the existing power load requirement.
7. Normally the Events will be held on a Saturday during the evening hours on prior approval of the Club authority.
8. Normally the contract will be executed for 06 (six) months. A schedule of events would be prepared by the Organizer in advance only after approval of the same by General Manager, New Town Business Club (NTBC).
9. The contract may be rescinded at any point of time due to bad conduct on the part of the Event organizers/ Team which can be evaluated from daily review of the complaint/ suggestion register; kept at the Club Reception for the comments of the participating members; by the authorities of New Town Kolkata Development Authority.
10. The rescission of contract will be made without involvement of any extra financial liabilities on either side. However for the duration of the Event the Event organizer would have permission to sponsor the space to any legal authorized agencies only on prior written approval from the GM, NTBC. The Event Organizer may also be permitted to establish food and drink stalls for the participating Club members, if they so desire, subject to approval and permission of competent licensing authorities and Club authorities. The space for cooking the food would be provided by the Club with an understanding that it would be handed over to the Club in a neat and clean condition on completion of event.
11. Contract will be awarded to the bidder of highest profit sharer of the six events that would be conducted in the span of contract period.
12. The Event manager may be permitted to charge the participating members an amount due in advance by sale of tickets for food and drinks that is acceptable to the Club authorities.
13. Club members & their guests can attend at 50% of rates applicable to others for food & drinks. Club members who don't want to have food / drinks / snacks will be given free access to listen to or see any cultural programme / function or any event only on production of club membership card. Minimum 25 seats will be kept reserved for club members & club management in all event.
14. Rate should be quoted both in figures and words
15. Payment should be made in advance, in total by a/c payee cheque drawn on any scheduled bank in India in favour of NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.
16. NTBC's Rules & Regulations would be strictly followed.

Executive Engineer – I
New Town Kolkata Development Authority.

Copy forwarded for information and necessary action to :-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Finance Officer, New Town Kolkata Development Authority.
4. The General Manager, New Town Business Club.
5. The Assistant Engineer – II , New Town Kolkata Development Authority.
6. The Assistant Manager, New Town Business Club
7. The Estimator/Sr. Accountant / Cashier, New Town Kolkata Development Authority.
8. P.A to the Chairman, New Town Kolkata Development Authority.
9. Office Notice Board.
10. Official Website of New Town Kolkata Development Authority (www.nkdamar.org)

Executive Engineer – I
New Town Kolkata Development Authority

ANNEXURE – I

ORGANIZATION / INDIVIDUAL INSTRUCTOR DETAILS

Sl No	Parameter	Applicant to specify
01	Name of Organization/ Event Manager.	
02	Type of firm with proof of document (Proprietor/ Pvt Ltd/ Partnership)	
03	Type of Certificate obtained for Event Management activities	
04	Year of Establishment/Certification	
05	PAN, Sales Tax Registration No, Service Tax Registration No etc	
06	Office Address	
07	Contact Person Details, such as Name, Mobile No, Email ID etc	
08	Associate Organization/Individual if any	
09	Contact Person Details, such as Name, Mobile No, Email ID etc	
10	Financial status for last 3 Financial Years (IT Return & Bank statement required)	
11	List of prestigious Clients, if any for last 3 Financial Years	
12	Main objectives of the Applicant	
13	Identical programme run by the Applicant	
14	Yearly Programmes to be offered to NTBC (Schedule of events to be given)	
15	Bidding amount by the Event Organizer for the contract period that is to be paid in advance if qualified and chosen on the Expression of Interest.	

Executive Engineer – I
New Town Kolkata Development Authority