



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)
3, Major Arterial Road, New Town, Kolkata - 700 156

Memo No.498/NTBC/NKDA/ADMN-017/2017(I)

Dated:25-02-2019

NOTICE INVITING EXPRESSION OF INTEREST

(EOI No.02/NTBC/NKDA/ADMN of 2018-19)

An Expression of Interest (EOI) is hereby invited by The General Manager, New Town Business Club from the bonafide, resourceful Caterers, who are registered, having good track record with experience of at least 10 years and possess a valid Food License and Trade License in their own profession for “Empanelment of Caterers for various programs in the New Town Business Club, New Town, Kolkata.”

The sealed bidding document should be addressed to the General Manager, New Town Business Club, Street No.90, Action Area-I, Block BE, Kolkata 700156. EOI received after stipulated time and date shall be rejected summarily.

BACKGROUND

New Town Business Club or NTBC an initiative of NKDA has started functioning from 26-07-2016 and presently has a membership count of about 2500 members and their families. NTBC has been able to arrange various outdoor and indoor games like Lawn Tennis, Badminton, Squash, Shooting, Skating, Swimming, Table Tennis, Dart, Snooker and over and above Gym, facilities for upholding physical fitness of its members. Members are using all facilities to the maximum. In addition to these facilities the Club proposes to open Green Verge I & II for organising various programmes for citizens of New Town and Kolkata.

A. Scope of work: - Various type of catering services.

B. General Terms and conditions of Bid

1. The empanelled agency will have no objection/claim for any event conducted by NEW TOWN BUSINESS CLUB (NTBC) or any other Govt. agencies of their own.

2. The empanelled agency should have prior knowledge about the NTBC and its facilities for parties/programme.

3. Green land scaping, pathway, structure and all other facilities available should not be damaged in any form. Penalty will be imposed if such damage or deformation is noticed after the completion of programme.

4. The empanelled caterer shall have to pay Guaranteed Plate Money @ Rs.30/- (No. of plates have to be specified beforehand and it may differ by maximum 5%. Anything above the limit of 5% would be charged at Rs.90/- per plate.

5. The Caterer selected will also be responsible for distribution of food to the customers through properly levered ~~and~~ trained waiters.

6. Cleaning and removing of waste materials including Kitchen waste after completion of the event.

7. The empanelled agency should collect all necessary statutory licences if required for the event.

8. After submitting EOI, the successful bidder will sign an agreement on a non-judicial stamp paper with the Club authority valid for one year.

9. The empanelled agencies will have to abide by all the decisions of the Club Authority, which shall be final.

C. Schedule time for documentations: -

Sl.No.	Particulars	Date & Time
1.	Last date & time for submission of application.	15-03-2019 at 2-00p.m.
2.	Pre-bid discussion	26-03-2019 at 2-00 p.m. in the office of GM, NTBC
3.	Last date & time for submission of documentation evidence like credentials as well as valid PAN/GST, Food License, Trade Licence in his own profession etc. as required.	30-03-2019 at 3.00m p.m.
4.	Date & time for empanelment of the selected candidates	10-04-2019

D. NTBC reserves the right to refuse permission to any applicant without assigning a reason whatsoever. In case of cancellation, no liabilities will be incurred by NTBC.

E. Validity of empanelment will be only for a period of one year.

F. An agreement will have to be executed by the bidder with NTBC before start of the work, the cost of which will be borne by you.

Any participant bidder not following the steps in submitting their bid/offer as described in this para shall be disqualified.

Any bid/offer containing overwriting is liable to be rejected. All corrections are to be attested under the dated signature of the bidder without which the bid/offer may be informal.

CONDITIONAL BID WILL NOT BE ENTERTAINED AND SHALL BE DEEMED AS "INFORMAL".

For any other details please visit over website : www.nkdamar.org or in the office of the undersigned.

General Manager
New Town Business club

Memo No.498/1(5)/NTBC/NKDA/ADMN-017/2017(I)

Dated:25-02-2019

Copy forwarded for information and necessary action to: -

1. The Chief Executive Officer, NKDA
2. The Administrative Officer-I, NKDA
3. PA to Hon'ble Chairman, NKDA
4. Notice Board
- ✓ 5. Official Website of New Town Kolkata Development Authority
(www.nkdmar.org)

General Manager
New Town Business Club