

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: 11692/NTBC/NKDA/GM/2022-2023

Dated: 23-12-2022

NOTICE INVITING EXPRESSION OF INTEREST EOI NO: 10/NTBC/NKDA/GM of 2022-23

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 5 (five) years and possess a valid Trade License in their own profession for "Empanelment of Caterers" for various programs in the New Town Business Club, New Town Kolkata, street No.90, Block AE, Action Area-1, New Town and New Town Banquet Hall on Street No.124, Block BG, New Town.

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

BACKGROUND

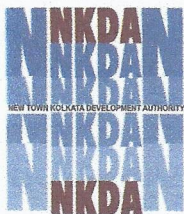
New Town Business Club or NTBC an initiative of NKDA has started functioning from 26-7-2016 and presently having a membership count of about 2500 members and their families. NTBC has been able to arrange various outdoor and indoor games like Lawn Tennis, Badminton, Squash, Shooting, Skating, Swimming, Table Tennis, Dart, Billiard and over and above Gym facilities for upholding physical fitness of its Members. Members are using all the facilities to the maximum. In addition to these facilities the Club proposes to open Green Verge I and Green Verge II for organizing various programs for citizens of New Town and Kolkata.

A. **Scope of Work:** Various type of catering services by Caterers

B. **General Terms and Conditions of Bid:**

1. The empaneled caterer will have no objection /claim for any event conducted by NTBC / NKDA or any other Govt. agencies of their own
2. The intending bidders have to deposit a onetime non-refundable Empanelment Fee of Rs 5,000.00 (Rupees Five Thousand) only plus GST @ 18% for the tenure of Empanelment i.e. six months (extendable by another six months on mutual consent), in favor of "NEW TOWN KOLKATA DEVELOPMENT AUTHORITY" in the form of Bank Draft/Pay Order, payable at Kolkata and at the time of submission of documents
3. The empaneled caterer should have prior knowledge about the NTBC / NKDA and its facilities for parties / programs
4. Green landscaping, 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 program. Penalty would be imposed @ of twice the cost of repair/destruction caused

.....2/-



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5. Non-empanelled caterers may be empaneled for six months (extendable by another six months on mutual consent), to provide catering services to New Town Business Clubvenues on payment of anon-refundable Empanelment Fee of Rs 5,000.00 (Rupees Five Thousand) only plus GST @ 18% in addition to the plate money as given in the following para.

6. The empaneled caterer would be required to pay a Guaranteed Plate Money @ Rs 50.00 (Rupees Fifty) per plate or Rs.30.00 per packet inclusive of GST for events conducted at Green Verge Banquetor The Club Banquet near New Town Bus Terminus.

7. The empaneled caterer will also be responsible for distribution of food to the customers through properly levered and trained waiters. There will be no compromise on the quantity and quality of food supplied and that the empaneled caterer would have full onus in case of any complaint

8. The empaneled caterer has to clean and remove allwaste materials including kitchen waste after completion of the event and must be completed by 7:00AM of the next day

9. The empaneled caterer should collect all necessary statutory licenses if required for the event.

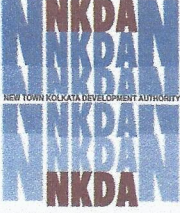
10. After submitting EOI, the selected caterer to be empaneled has to sign an Agreement on a Non-Judicial Stamp Paper with NTBC, valid for one year, the cost of which will have to be borne by themselves

11. The empaneled caterer will have to abide by all the decisions of NTBC / NKDA, which shall be final.

Schedule time for documentations:

SI No	Particulars	Date and Time
1	Last date and time for submission of application	30 December 2022 till 2:30 PM
2	Pre-bid discussion	27 December 2022 at 3:00 PM
3	Last date and time for submission of documentation evidence like credentials as well as valid PAN, TradeLicense in his own profession, FSSAI, etc. as required	30 December 2022 till 2:30 PM
4	Date and time for empanelment of the selected Caterers	01 January 2023

.....3/-



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NTBC / NKDA reserve the right to refuse permission to any applicant without assigning a reason whatsoever. In case of cancellation of any bid due to the negligence of the bidder, NTBC / NKDA will have no liability

Validity of empanelment will be only for a period of six months extendable by another six months on payment of Rs.5000.00 on mutual consent.

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

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

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: 11692 /1(5)/NTBC/NKDA/GM/2022-2023

Dated:23-12-2022

Copy forwarded for information and necessary action to:

1. The Chef 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.nkdamar.org)


General Manager
New Town Business Club