

**NOTICE INVITING EXPRESSION OF INTEREST
(EOI NO. 003 /NTBC/NKDA/ADMIN of 2020-21)**

An Expression of Interest (EOI) is hereby invited by the General Manager, New Town Business Club, from the bonafide, resourceful Photographers 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 various programs in the New Town Business Club, Street No.-90, Block-AE, New Town, Kolkata and New Town Banquet Hall on Street No.124,Block BG.

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 programmes for citizens of New Town and Kolkata.

A. **Scope of Work:** Various type of wedding Photography in different occasion.

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

1. For each and every event, Photographer is required to pay Rs.3000/- (Three Thousand) plus GST @ 18 % per programme, 2 two days prior to the event which is to be deposited in favour of NEW TOWN KOLKATA DEVELOPMENT AUTHORITY in the form of Bank Draft/ Pay Order, payable at Kolkata. He should be in possession of valid Trade License, valid PAN & GST No.

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

3. 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.

4. The empanelled Agency should have prior knowledge about NTBC and its facilities for the programme.

5. No permanent structure will be allowed for any programme. Only portable structure will be used and that should be removed out after each and every event by 7; 00 a.m. on the next day.

6. The empanelled Agency should collect all necessary statutory licenses if required for the event.

7. After submitting EOI, the successful bidder will sign an Agreement on a Non-judicial stamp paper with the club Authority, valid for one year, the cost of which will be borne by Bidder.

Schedule time for documentations:

SI No	Particulars	Date and time
1	Last date and time for submission of application	05 December 2020 till 2-30 P.M.
2	Pre-bid discussion	01 December 2020 at 3-00 P.M.
3	Last date and time for submission of documentation evidence like credentials as well as valid PAN/GST, Food License, Trade License in his own profession etc. as required.	05 December 2020 till 2-30 P.M.
4	Date and time for empanelment of the selected candidates	01 January 2021.

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. 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: 5747/1(5)/NTBC/NKDA/Admn-017/2017(I)

Dated:12/11/2020

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