

No.780/NTBC/NKDA/Admn-023/2018 (Vol.-II)

Dated: 12.02.2018

## NOTICE INVITING TENDER NIT No : 02 /NKDA/Admn of 2018

Name of Work : "Conducting and managing different events related to International Women's Day on 08/03/2018, to be organized at different location across New Town Kolkata".

New Town Kolkata Development Authority (NKDA), invites sealed bids from Reputed and well experienced Event Management Agencies for the work of Conducting and managing different events on International Woman's Day to be held at Different locations of New Town Kolkata including stage, stall, light, sound system, decoration, stage run, hospitality etc. in connection with "International Woman's Day".

### 1) Date & Time Schedule:

Sl. No.	Events	Date & Time	Location
1	Date of Publication of Notice	12/02/2018	-
2	Pre-bid Meeting	19/02/2018 at 3:00 pm	Conference room of NKDA, 01, MAR, New Town Kolkata.
3	Last date and time of submission of Bid	23/02/2018 upto 2:30 pm	NKDA, 03, MAR, New Town Kolkata
4	Date of opening of Technical Bid	23/02/2018 at 3:00 pm	Conference room of NKDA, 01, MAR, New Town Kolkata.
5	Date of opening of Financial Bid	26/02/2018 at 3:00 pm	Conference room of NKDA, 01, MAR, New Town Kolkata.

### 2) Eligibility Criteria

SL.	Clause	Documents Required
1	The agency should be a registered firm. The company/agency must be registered with appropriate regulatory authorities for all applicable statutory duties/taxes.	<p>Valid documentary proof of:</p> <ul style="list-style-type: none"> <li>Valid Trade License</li> <li>Address proof of Kolkata's functional Office.</li> <li>15 digit GST number.</li> <li>Other Govt. tax.</li> <li>Income Tax registration/PAN number</li> <li>Certificate of updated Income tax Return</li> </ul>

2	The bid can be submitted only by an established house/agency that has successful experience of delivering/ implementing 05(five) similar event in Govt. Dept.	Self certification by authorized signatory with relevant documents in its support. Work Orders/ Completion Certificate confirming previous experiences
3	The agency should furnish, as part of its bid, an Earnest Money deposit of Rs 50,000/- Rupees Fifty Thousand)	Demand Draft in any nationalized bank in favor of "New Town Kolkata Development Authority" Payable at Kolkata.
4	The agency shall commit that the key personnel to be employed for the entire project with one supervisor for each location who have been sufficiently experienced in the similar types of work.	Self certification must be produced.
5	The Agency shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency.	Declaration in this regard by the authorized signatory of the agency.

### 3) Scope of Work:

- 1) Participants for the each event are to be female Members of NTBC / female residents of New Town Kolkata.
- 2) Planning, branding, conducting and management of all events.
- 3) Event wise necessary manpower to be supplied by the agency to execute the work.
- 4) Garnering participation for all events and ensuring prior registration for all the events.
- 5) Detailed event schedule for each location to be finalized in consultation with Authority.
- 6) All publicity design related to flex, backdrop, pillar gate, signage, leaflet and others should be approved by the Authority before printing.
- 7) No Flex/banner allowed to be installed at Biswa Bangla Sarani (MAR). Agency should remove all campaigning items after end of the event.
- 8) Necessary publicity through social media, print media is to be done by the agency.
- 9) Location wise detailed programme are furnished herewith :

#### A. Planning, branding, conducting and management of women rally on 8th March, 18 at New Town Business Club, New Town Kolkata.

1. **Type of participants** : Female members of NTBC / residents of New Town Kolkata for cycle rally with lady bike taxi/ lady Toto drivers .
2. **Location** : New Town Business Club (NTBC).
3. **Route** : As decided by the Authority.
4. **Timing of events**: 7:00 am to 9:30 am.
5. Garnering participation for this event and ensuring prior registration.
6. **Following items to be given to all the participants** :
  - a. Cap containing logo as decided by NKDA.
  - b. Small Water bottle.

- c. Tiffin packet containing fresh fruit cake, sweet, orange, Energy drink. Approx 250 nos.
- 7. Providing infrastructure for events like Preparation of Starting point, Pillar Gate, small stage(6 ft X 8 ft), sitting arrangement, water bottle, road marking, Checkered Flag, road marshal, arrangement of First aid kit, road signage, water point at each 500 mtr., manpower for each turning point, marshal vehicle (4 wheeler) with branding & live announcement, drone based photo capturing, 4 nos of desk ( i.e. 3 nos of registration desk and 1 no control room) containing one table with white cloth, two nos chairs, backdrop and other related infrastructure to conduct the rally.
- 8. Agency should ensure to arrange one female sports celebrity be to flag off the rally.

**B. Planning, branding, conducting and management of Conducting badminton competition on finals (8th March,18) at New Town Business Club, New Town Kolkata.**

- (a) **Location** : New Town Business Club (NTBC).
- (b) Timing of events: 11 am to 12 noon.
- (c) Age Group : <17
- (d) Garnering participation for this event and ensuring prior registration.
- (e) **Following items to be given to all the participants** :
  - Cap containing logo as decided by NKDA.
  - Tag.
  - Small Water bottle.
  - Tiffin packet for participants containing fresh fruit cake, sweet, orange, Energy drink.
- (f) Necessary infrastructure for events 8<sup>th</sup> March, 18 (including the pre-final matches):
  - (a) Water arrangement.
  - (b) Flag for the competition,
  - (c) Arrangement of First aid kit, 1 no desk for control room containing one table with white cloth, two nos chairs.
  - (d) Umpire chair.
  - (e) Necessary manpower to be supplied for organizing the events.
  - (f) Other necessary infrastructure to conduct the badminton competition.
- (g) Pre-final matches will start form 4th March,18 to 7th March,18. During this period agency have to provide basic needs, refreshment and manpower for section of finalist for badminton competition. Timing for selection 3:00 pm to 6:00 pm.

**C. Planning, branding, conducting and management of Food Mela, Cooking competition, lucky dip and Cultural program on 8th March,18 at New Mela Ground, New Town Kolkata.**

- (a) **Location** : New Town Mela Ground.
- (b) **Timing of events: 5:00 pm to 9: 00 pm.**
- (c) **Following infrastructure to be provided for food stalls** :
  - (a) 20 nos of food stalls containing each stall with coved table, umbrella, 2 nos of chair, 15 Amp. power point.
  - (b) Small Water bottle.

- (d) **Following infrastructure to be provided for Cooking competition:**  
All foods to be prepared from home of each participant. To display the foods long cover table, Judge Table, chair, power point(15 Amp.) and other related infrastructure for conducting the cooking competition.
- (e) **Following infrastructure to be provided for lucky dip:**  
A drop to be arrange by the agency. All visitors have to drop a token for lucky dip. The selection will be done at the time of cultural event.
- (c) Garnering participation for this event and ensuring prior registration
- (d) Other infrastructure:
- I. Preparation of Small stage,
  - II. Pillar Gate (4 nos).
  - III. Flax for high mast.
  - IV. Sound system,
  - V. Sitting arrangement.
  - VI. Water arrangement.
  - VII. Necessary manpower to conduct entire event.

**D. Planning, branding, conducting and management of Fashion Show on 8th March,18 at Biswa Bangla Convention Center, New Town Kolkata.**

- a. Location : Biswa Bangla Convention Center, New Town.
- b. Timing of events: 8:00 pm to 9:00 pm.
- c. Age group :  $\leq 21$ .
- d. Garnering participation for this event and ensuring prior registration.
- e. Providing infrastructure for events on 8th March, 18
  - 1) Preparation of reception counter.
  - 2) Pillar Gate.
  - 3) Flower bouquet.
  - 4) Water, Refreshment.
  - 5) Necessary manpower for organizing the Fashion Show.

**E. Conducting food stalls and cultural event at Eco Urban Village on 8<sup>th</sup> March,18.**

- a) Location : Eco Urban Village, New Town.
- b) Timing of events: 12:00 pm to 6:00 pm.
- c) Garnering participation for this event and ensuring prior registration
- d) Providing infrastructure for events on 8th March, 18
  - Preparation of reception counter.
  - Pillar Gate.
  - Small stage.
  - Food stall with power connection and stall.
  - Water, Refreshment.
  - Necessary manpower for organizing the food stalls and cultural event.

#### 4) General Terms and Conditions:

- 1) Selected agency have undertake all the related work to make the events successful which includes to implementation and management of the events, such as transportation and insurance, and any other incidental services, such as installation, commissioning, maintenance, provision of technical assistance, facilities management and other obligations of the Supplier covered under the Contract.
- 2) **Earnest Money Deposit (EMD):** EMD for Rs. 50,000/- is to be submitted along with the tender document only in the form of Demand Draft drawn in favour of "**New Town Kolkata Development Authority**" Payable at **Kolkata**. EMD will be converted as a security deposit for successful agency. For unsuccessful agency EMD will be refunded on completion of selection of agency.
- 3) Implementation Agency's Team :
  - 1) The team proposed by the agency as a part of the technical proposal should be deployed at respective venues.
  - 2) The agency shall be responsible for the deployment, transportation, accommodation and other requirements of all its employees required for the execution of the work and for all costs/charges in connection thereof.
  - 3) The Agency shall provide and deploy, on the Site for carrying out the work, only those manpower resources who are skilled and experienced in their respective trades and who are competent to execute or manage/supervise the work in a proper and timely manner.
- 4) The sealed bidding documents should be dropped in the Tender Box at NKDA office on or before the stipulated date and time. The technical bid and the financial bid must be sealed in separate envelopes super-scribing "Technical Bid", "EMD" and "Financial Bid" and both these three envelopes must be placed in a third envelope super-scribing "*Conducting and managing different events related to International Women's Day on 08/03/2018, to be organized at different location across New Town Kolkata*".
- 5) Each page of the Tender documents must be stamped and signed by the person or authorized persons submitting the Tender in token of his/their having acquainted himself/themselves and accepted the entire tender documents including various conditions of contract. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Bureau. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
- 6) The agency shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Agency.
- 7) All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected. Conditional tender will not be entertained and shall be deemed as 'informal'. In case of any conditional bids the Earnest Money will be forfeited.
- 8) Agency shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Agency fails to observe and comply with the stipulations made herein or back out after quoting the rates, the EMD will be forfeited.

- 9) Opening of Tender: The tenderer either himself or may authorize any person to be present at the time of opening of the tender.
- 10) Right of Acceptance: NKDA reserves all rights to reject any or all tenders without assigning any reason.
- 11) Corrigendum/Amendment to the tender will be effected if required.
- 12) Bidders sending their bids through courier/ by Speed post should also ensure that their bids are received on the said address by the stipulated date and time. No time extension for courier/Speed Post/by Person shall be granted.
- 13) After opening of Technical bid and verifying the EMD amount, the technical bids shall be evaluated later on to ensure that, the bidders meets the eligibility criteria as specified in the tender document.
- 14) Financial bid will be opened for the qualified technical bidders.
- 15) The offered rate is exclusive of tax and other levies. No extra payment will be made in this regards.
- 16) Document to be submitted for payment :
  - a) Attendance sheet for each event showing entry and exit time of all the manpower's.
  - b) Photographs (hardcopy/ softcopy).
  - c) News paper articles.
  - d) Completion certificate duly certified by official in charge for each location.
  - e) Certificate for no damage is to be collected by the agency. Certificate to be obtained from consent officer in-charge of NKDA/NTBC.
- 17) Agency have to quote detailed estimate for each location. NKDA has reserve right to accept all or exclude/ modified any items.
- 18) **Payment Terms :**
  - (a) Payment will be made on successful completion of work duly certified by NKDA and NTBC.
  - (b) Any damage ay site due to negligence from the agency, will be deducted from the bill. Assessment of the damage value will be done by the official of NKDA and that will be final.

*P. Anon*  
**No. 780/NTBC/NKDA/Admn-023/2018 (Vol.-II)**

Copy forwarded for information to the:

1. Finance Officer, New Town Kolkata Development Authority.
2. General Manager, NTBC.
3. Chief Engineer, NKDA.
4. Executive Engineer- I, NKDA.
5. P.A to Hon'ble Chairman, NKDA.
6. PA to CEO, NKDA.
7. Office Notice Board.
8. NKDA official website( [www.nkdamar.org](http://www.nkdamar.org))

  
**Administrative Officer – I**  
**New Town Kolkata Development Authority**  
**Dated: 12.02.2018**

  
**Administrative Officer – I**  
**New Town Kolkata Development Authority**

**TECHNICAL BID DOCUMENT**

Mandatory details to be provided with seal & signature else tender will be rejected summarily.

SL No	Particulars	
1.	Name of the Tenderer/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2.	Registration certificate	Copies shall be enclosed
3.	Valid Trade License	Copies shall be enclosed
4.	PAN No	Copies shall be enclosed
5.	All the bid document and Corrigendum/Amendment (if any)	signature & stamp bid document

(Name and Signature of Tenderer  
with stamp of the firm)

**Annexure –B**

SL.	Clause	Documents Required	Check List
1	The agency should be a registered firm. The company/agency must be registered with appropriate regulatory authorities for all applicable statutory duties/taxes.	<i>Valid documentary proof of:</i> <ul style="list-style-type: none"> <li>• Valid Trade License</li> <li>• Address proof of Kolkata's functional</li> <li>• Office.</li> <li>• 15 digit GST number.</li> <li>• Other Govt. tax.</li> <li>• Income Tax registration/PAN number</li> <li>• Certificate of updated Income tax Return</li> </ul>	
2	The bid can be submitted only by an established house/agency that has successful experience of delivering/ implementing 05(five) similar event in Govt. Dept.	<ul style="list-style-type: none"> <li>• Self certification by authorized signatory with relevant documents in its support.</li> <li>• Work Orders/ Completion Certificate confirming previous experiences</li> </ul>	
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**Financial Bid**  
[ In Bidders Letter head]

To

The Administrative Officer –I  
New Town Kolkata Development Authority

**Sub: Conducting and managing different events related to International Women's Day on 08/03/2018, to be organized at different location across New Town Kolkata**

Sir,

We hereby propose that a total cost of Rs. < Rupees in Figure and whole number > (Rupees in words) only exclusive of all costs, taxes and levies for Annual Maintenance Contact of Server, Computer and its related accessories of New Town Kolkata Development Authority (NKDA). This amount is valid for the whole period of the contract for the work.

SL No	Item	Cost (In Rs)	Qty	Total cost (In Rs)	Total Cost in Word (In Rs)
1	Conducting and managing different events related to International Women's Day on 08/03/2018, to be organized at different location across New Town Kolkata		1		

**N. B :**

- 1) Detailed cost breakup attached herewith in separate sheet.
- 2) Rate is exclusive of Tax.
- 3) GST will be paid if applicable.

Yours Faithfully

Signature

Name: Designation: Office Address: