

**NOTICE INVITING EXPRESSION OF INTEREST
(EOI NO.002 /NTBC/NKDA/ADMIN of 2020-21)**

An Expression of Interest (EOI) is hereby invited by the General Manager, New Town Business Club, from the bona fide, 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 "Caterers 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, 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 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 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 / programmes.

3. 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 programme. Penalty would be imposed @ of twice the cost of repair/destruction caused.

4. The empanelled caterer would pay Guaranteed Plate Money @ Rs.30/-per plate or Rs.25/- per food packet for Green Verge I &II and the Caterer at New Town Banquet Hall would pay plate money @ Rs. 50/- per plate or Rs.25/- per food packet.

5. The Caterer selected 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 Caterer would have full onus in case of any complaint.

6. Cleaning and removing of Waste materials including Kitchen waste after completion of the event must be completed before 7 A.M. of the next day.

7. The empanelled agency should collect all necessary statutory licenses 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, the cost of which will be borne by Bidder.

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

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 Dec 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 Licence, 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 of any bid due to the negligence of the bidder, NTBC will have no liability.

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: 5746/1(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