



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No: 941/ NTBC/ NKDA/ Admn – 023/2018

Dated: 20.02.2018

## Minutes of the Pre-Bid Meeting

Time & Venue: 19.02.2018 at 03:00 PM at Conference Room, 01 MAR, New Town, Kolkata-700156.

The following members of NKDA and agencies were present in the meeting.

<b>NKDA Official</b>	<b>Agencies</b>
1. Chief Executive Officer, NKDA	1. Fusion
2. Chief Engineer, NKDA	2. INEX
3. Administrative Officer – I, NKDA	3. DSR Event Productions
4. General Manager, NTBC	4. Genesis
5. Executive Engineer- I, NKDA	
6. Executive Engineer, (Electrical), NKDA	

At the onset, Administrative Officer – I, NKDA welcomed all the Agencies and initiated the discussion.

General Manager, NTBC, briefly discussed the scope of work of the Event on International Women's Day. After detailed discussion, following decisions has been taken by the Authority.

1. Registration process has been initiated by New Town Business Club. The selected Agencies to extend the process for registration. The venue of the registration for all Events will be at New Town Business Club.
2. Regarding woman Rally :
  - a. The distance for Rally will be about 3.5 kms. For the purpose of Women's Rally, necessary arrangements to be organised by the Agency, specially at all turning points of the route.
  - b. The power supply at the starting point and necessary sound systems to be provided from the NTBC itself.
  - c. To felicitate Sports Celebrity specially Woman for Flag off the Rally, necessary arrangements i.e. Flower Bouquets to be arranged by the Agency.
  - d. 2 (two) numbers of Pilot Car to be provided by the Agency with necessary sound system and branding.
3. Regarding Badminton Competition:
  - a. The Final Badminton Competition will be conducted among maximum 25 numbers of Participants. Prizes to be provided from the NKDA / NTBC itself.

- b. For Pre-qualification matches from 4<sup>th</sup> – 7<sup>th</sup> March, 2018 (except 5<sup>th</sup> March, 2018), necessary man power for officials, refreshment arrangements (like - tea, biscuits, energy drink) to be provided by the Agency.
    - c. For the Final Badminton Match, manual white board with marker and stand to be provided by the Agency, along with other resources as detailed in the NIT.
  4. For the Event at the Eco Urban Village:
    - a. 6 numbers of Food Stalls containing 1 (one) covered table with umbrella, 2 (two) chairs, 15 amp power point.
    - b. 16 numbers of Stalls containing covered tables along with 2 (two) chairs and umbrellas.
    - c. Necessary sound systems, decoration of existing stage, 100 (hundred) numbers of seating arrangement.
    - d. Selected Agency has to provide Anchor for all the Events with water arrangement, preferably from Prandhara.
    - e. Lighting: The Agency has to arrange and look after all the lighting arrangements for the Event.
  5. The Fashion show :
    - a. LED lighting arrangements with 100 (hundred) food packets (pastries, sandwiches), tea / coffee and water to be arranged by the Agency.
    - b. The Fashion Show will be organised by the selected Agency with necessary branding and it will be consisting of 3 (three) nos of rounds.
  6. For the cultural event in Mela Ground, 200 chairs to be supplied by the agency.
  7. Selected agency have to do the necessary branding of entire event with following items :
    - a. 100 nos of flex (6 ft X 3 ft) to be installed in different locations of New Town.
    - b. Necessary advertisement in social media to be made during this period.
    - c. Backdrop in all events (except Badminton Competition) to be made by the Agency.
    - d. All creatives and contents to be done by the Agency with the approval of the Authority.

The Meeting was successfully ended by the Chief Executive Officer, NKDA

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

**Memo No: 941/ NTBC/ NKDA/ Admn – 023/2018**

**Dated: 20.02.2018**

Copy forwarded for information to:

1. Chief Executive Officer, NKDA
2. Chief Engineer, NKDA
3. General Manager, NTBC
4. Executive Engineer- I, NKDA
5. Executive Engineer, (Electrical), NKDA

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