



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 8892/NTBC/NKDA/Admn-017/2017

Dated:11/12/2019

NOTICE INVITING EXPRESSION OF INTEREST

EOI NO.01/GM/NTBC/NKDA of 2019-20

The General Manager, New Town Business Club under the aegis of New Town Kolkata Development Authority (NKDA) invites Expression of Interest (EOI) from eligible reputed & licensed Event Management Teams by offering response in the prescribed format as appended hereto in Annexure-I for organising Cultural events i.e. minimum 3 (three) programmes in 6 (six) months in the Banquet Hall or adjoining area of New Town Business Club (hereinafter called NTBC). The contract will be for a period of 06 (six) months for organising events as and when required by the NTBC. All information contained in the EOI, subsequently provided/clarified/modified are in good interest and faith. This is not an arrangement and is not an offer or invitation to enter into an agreement of any kind with the party. Each applicant should conduct its own investigation and analysis and should check the accuracy, reliability and completeness of the information in the EOI. Applicants should make their own independent investigation in relation to any additional information that may be required. Information provided at this stage is merely indicative. The Responsive Applicant(s) shall abide by the Rules and Regulations of New Town Business Club and New Town Kolkata Development Authority.

The sealed bidding document (Annexure-I duly filled up & signed) should be addressed to the General Manager, New Town Business Club, Street No.90, Action Area-I, Block-BE, New Town, Kolkata-700156. EOI received after stipulated time and date shall be rejected summarily.

IMPORTANT DATES AND TIME:

Sl.No.	Particulars	Date & Time
01	Last Date & Time of Submission of EOI	22/12/2019 at 06:00 P.M
02	Date & Time of opening of EOI	24/12/2019 at 04:00 P.M
03	Date & Time of issue of notice for engagement	To be notified later

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SALIENT FEATURES:

1. The selection will be made on the basis of highest BID offered. Agency giving highest money will be awarded H1 Bid. BID should be quoted both in figure and in words and excluding GST and including GST @ 18%.
2. Money for each event will be given in full 2 (two) weeks before the date of event. GST has to be paid extra.
3. Minimum BID should be Rs.10,000/- (Ten thousand). GST @ 18% will be added.
4. The intending applicant should submit in a sealed envelope one letter expressing his interest of conducting event along with the proposal.
5. All safety, security & cleanliness arrangements must be made before, during and after the events.
6. During the period of Event the organizers would have access to the Banquet Hall and adjoining open space.
7. The EOI letter should be consisting of all information as per details given in the Annexure – I enclosed.

8. BACKGROUND

New Town Business Club (NTBC) an initiative of New Town Kolkata Development Authority (NKDA) has started functioning from 26-07-2016 and by this time of its journey it has above 2600 members and their families. NTBC has been able to arrange various outdoor and indoor games like Lawn Tennis, Badminton, Swimming, Table Tennis, Dart, Snooker and over and above Gym, facilities for upholding physical fitness of its members. Members use all facilities to the maximum. However, to infuse more vibrancy and to make New Town Business Club a happening place of Kolkata there is a requirement to have an Empanelment of Event Management teams who would look after the cultural and Entertainment activities of the Club after obtaining due permission from the authority.

SCOPE OF WORK: FOR THE AGENCY/AGENCIES

1. The concerned empanelled agency/organisation will have to make their/his/her arrangements to set up the space according to the need including arrangement of performers, musical instruments, lighting, state and seating arrangements as may be required for conducting the event including the upkeep during the entire period of event and agreement by the selected agency at their own cost.
2. For organising any function the event organiser shall have to hire out the space envisaged by them. The decision regarding the selection of the space must be mutually agreeable.

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3. NTBC will provide the space of its Banquet Hall and adjoining open space & the existing facilities of the lighting arrangement & centralized AC. Other arrangements would have to be procured by the Event Manager which may include external generator set to cater to the overload over and above the existing power load requirement of 8 KVA.
4. The club authority will under no circumstances be responsible for the sale of tickets of the events or safe keeping of any cash etc. In this connection.
5. Club members bearing membership cards must be allowed to attend. Club member who don't want to have food/drinks/snacks must be given free access to listen ro to see any cultural programme/function or any event only upon production of club membership card subject to a maximum of only 25 seats which will be kept reserved for them or for the club management in all events.
6. Requisite payment for hiring club space as applicable must be made minimum 07 (seven) days in advance in total (including GST) by A/c payee cheque/DD payable at Kolkata, drawn on any scheduled bank of India in favour of NEW TOWN KOKATA DEVLOPMENT AUTHORITY.
7. The agency will have to adhere to the rules and regulations of the NTBC.
8. The agency must make good or pay the damages as per rates fixed by the Club Authority in case of any damages done to the Club property by either the agency or its men or non-members who are not the guests of the members.
9. Normally the Events will be held on a Saturday/occasions during the evening hours on p0rior approval of the Club Authority during the evening hours on prior approval of the Club Authority.
10. The theme and other fine points must be decided only upon prior consultation and approval of the authority.
11. The empanelment will be valid for 6 (Six) months from the date of notification of the list of empanelment.
12. A schedule of events would be prepared by the agency/agencies in advance only after approval of the same by the General Manager, NTBC.
13. In such a case the empanelled agency engages any sponsor(s) for the event/space which must be any legally authorised entity, prior written approval from the General Manager, NTBC would be required. The event organiser may also be permitted to establish food and drink stalls for the participating club members, if they so desire, subject to approval and permission of the competent licensing authority as well as the Club Authority. The event manager would charge the members for food only.

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14. The space for cooking the food would be provided by the club with an understanding that it would be handed over to the club in neat and clean condition on completion of the event.
15. The authority reserves the sole right to select any empanelled agency firm from the list of empanelment to conduct/organise any event on any given day or time.
16. The Club authority will bear absolutely no financial liability.
17. The selected agency shall have to refundable security deposit of Rs.10,000/- (Ten Thousand) only prior to organise the programme in the club with applicable charges for the venue.
18. The authority reserves the right to terminate any or the entire empanelment list at any point of time without assigning any reason thereof.
19. The authority reserves the right to terminate any the empanelled agency at any point of time without assigning any reason thereof. The empanelment may be rescinded at any point of time due to bad conduct on the part of the Event Organisers which will be evaluated on the day review of the complaints/suggestion register kept at the Club Reception for the comments of the participating members by the authority.

ESSENTIAL ELIGIBILITY CRITERIA:

1. The agency/company/organisation should be registered entity and have been in the business of Event Management for at least last 2 years.
2. The agency shall be Limited Company or a Private Limited Company registered under the Companies Act, 1956/Partnership Firm or a Proprietorship. For proof, self attested /attested copy of all relevant certificates of incorporation/partnership deed or any other valid document issued by the respective registrar of firms/companies etc. may be submitted. In case of proprietorship firm self-declaration or self-certificate supported by PAN in the name of the proprietor would suffice. The bidder should have a (i) PAN issued by the Income Tax Department, (ii) valid Trade License, (iii) GST registration.
3. The agency/company/firm/organisation should have an annual turnover of Rs.20,00,000/- (Twenty lakh) or more in each of the last 3 (three) years.
4. Income Tax Return for the last 3 (three) years must be submitted.
5. The agency/company/firm/organisation must have organised/managed at least 2 (two) events each of the last 3 (three) years in Govt./reputed corporate sectors. Relevant work orders should be submitted.

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6. The agency/company/firm/organisation should be equipped with adequate, qualified and experienced manpower on rolls and infrastructure.
7. The agency/company/firm/organisation should not be blacklisted by Central or State Government or Government organisations/agency.
8. Conditional bids will be summarily cancelled.

GENERAL CONDITIONS:

1. The EOI for conducting minimum 03 (three) programmes in 6 months at New Town Business Club (NTBC) would have to be submitted to the General Manager, New Town Business Club, Street No.90, Action Area-I, Block-BE, New Town, Kolkata-700156 in a sealed cover within the last date of submission of EOI.
2. The Technical Bid must be sealed in an envelope super scribing "Technical Bid" and the envelope must be placed in a 3rd envelope super scribing "**EXPRESSION OF INTEREST FOR EMPANELMENT OF EVENT MANAGEMENT AND ORGANISATIN/AGENCIES/COMPANY/ORGANISATION**". This envelope should be sealed and delivered to the General Manager, New Town Business Club, Street No.90, Action Area-I, Block-BE, New Town, Kolkata-700156.
3. Each page of the rqu8ited documents must be stamped and signed by the person or authorised persons submitting the bid. Any bid with any bid with any of the documents not so signed is liable to be rejected at the direction of the authority.
4. All bidders are hereby explicitly informed that conditional offers/bids or offers with deviation from the conditions of engagement, the bids not meeting the minimum eligibility criteria will be rejected. Bids not accompanied with any other requirements, stipulated in the notice is liable to be rejected.
CONDITIONAL BID WILL NOT BE ENTERTAINED AND SHALL BE DEEMED AS INFORMAL.
5. The bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof.


**General Manager,
New Town Business Club.**

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Memo No. 8892/1(6)/NTBC/NKDA/Admn-017/2017

Dated:11/12/2019

Copy forwarded for information to:

1. The Chief executive Officer, NKDA.
2. The Administrative Officer-I, NKDA.
3. The Finance Officer, NKDA.
4. PA to Hon'ble Chairman, NKDA.
5. Notice Board.
6. Official website of New Town Kolkata Development Authority i.e.,
www.nkdamar.in

**General Manager,
New Town Business Club.**

TECHNICAL BID DOCUMENTS

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

Sl.No.	Particulars	To do
1.	Name of the bidder/firm/organisation, Office Address, Telephone No., Fax No., Mobile No., E-mail. (Please attach registration certificate of the firm/organisation).	Copies should be enclosed.
2.	Relevant Registration Certificate	Copies should be enclosed.
3.	Valid Trade Licence	Copies should be enclosed.
4.	PAN	Copies should be enclosed.
5.	Experience Certificate as required.	Copies should be enclosed.
6.	Income Tax Return for the last 3 (three) years.	Copies should be enclosed.
7.	GST Registration	Certificate
8.	All the bid documents and Corrigendum/Amendments, if any.	Signature & stamp bid document

A declaration must be submitted along with the above mentioned documents under the letter head of the bidder bearing the effect that the bidder hereby undertakes to follow all the norms s specified in the EoI.

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