

# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)

Plot No. DG/13, Premises No. 04-3333, Action Area-ID,  
New Town, Kolkata - 700 156

Memo No: 1126<sup>2</sup>/NTBC/NKDA/GM/2023-2024

Dated: 19-12-2023

## NOTICE INVITING EXPRESSION OF INTEREST

EOI NO: 10/NTBC/NKDA/GM of 2023-24

An Expression of Interest (EOI) is hereby invited by the General Manager, New Town Business Club, from the bonafide resourceful Event Planners, Decorators, Caterers and Photographers who are registered, having good track record with experience of at least 3 (three) years for "Event Planners, Decorators, Caterers and Photographers" for various programs at the below mentioned venues

1. New Town Business Club Atithi Banquet
2. New Town Business Club Green Verge Banquet
3. The Club Banquet (beside Bus Terminus area)

The sealed bidding document should be addressed to **The General Manager, New Town Business Club, Block AE, Street No 90, Action Area I, Kolkata 700156**, EOI received after stipulated time and date shall be rejected summarily

**A. Scope of Work:** Various type of Events, decorating, catering and photography services

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

1(a) The intending Bidders for **Event Planners and Decorators** have to deposit a onetime Non-Refundable Empanelment Fee of **Rs 10,000.00** (Rupees Ten Thousand) only plus GST @ 18% for the tenure of Empanelment i.e. one year, in favor of "NEW TOWN KOLKATA DEVELOPMENT AUTHORITY" in the form of Bank Draft / Pay Order, payable at Kolkata

1(b) A charge of **Rs 5,000.00** (Five Thousand) only plus GST @ 18% would be levied to the **Event Planners / Decorators** for venue measuring 2000 sq ft and **Rs 10,000.00** (Ten Thousand) only plus GST @ 18% for venue above 2000 sq ft for each and every Event they undertake and payable minimum within 3 (three) days, prior to the Event

1(c) No charge would be levied to the **Caterers and Photographers**. However, **Caterers** have to deposit a cheque for **Rs 5,000.00** (Five Thousand) only as Refundable Security towards breakage / damages for every Event they undertake and payable minimum within 3 (three) days, prior to the Event. Similarly, for **Photographers**, it would be **Rs 1,000.00** (One Thousand) only as Refundable Security towards breakage / damages for every Event they undertake and payable minimum within 3 (three) days, prior to the Event.

1(d) In the case of Decorators a valid Trade License in his own profession, PAN, GSTN and Professional Tax with paid Challan of the current FY are required

1(e) In the case of Event Planners a 3 (three) years' experience Certificate, valid Trade License in his own profession, PAN, GSTN and Professional Tax with paid Challan of the current FY are also required

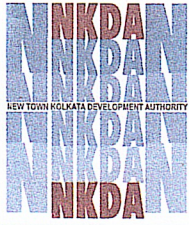
1(f) In the case of Caterers a valid Trade License in his own profession, PAN, GSTN, Professional Tax with paid Challan of the current FY and valid FSSAI Registration are also required

1(g) In the case of Photographers a valid Trade License in his own profession, PAN, GSTN and Professional Tax with paid Challan of the current FY are also required

2. The empaneled Agency will have no objection/claim for any Event conducted by New Town Business Club (NTBC) or any other Govt. Agencies of their own

3. The empaneled Agency should have prior knowledge about NTBC and its facilities for the Event

4. No permanent structure will be allowed for any Event. Only portable structure will be used for decoration and that should be removed out after each and every Event by 7:00 AM on the next day



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5. 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 any Event management program/decorating work. Penalty would be imposed on the cost of repair / destruction caused as per the list to be given during handing over and taking over process

6. Cleaning and removing of waste materials after completion of the Event

7. The empaneled 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

### Schedule time for documentations:

SI No	Particulars	Date and Time
1	Pre-bid discussion	20 December 2023 at 3:00 PM
2	Last date and time for submission of application	27 December 2023 till 2:30 PM
3	Date and time for opening of bids	27 December 2023 till 3:00 PM
4	Date for empanelment of the selected Agencies	01 January 2024

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

Validity of Empanelment will be only for a period of 1 (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 deemed as "informal". Similarly, conditional bid will not be entertained and shall be deemed as "informal"

For any other details please visit over website: [www.nkdamar.org](http://www.nkdamar.org) or in the office of the undersigned.

**General Manager**  
**New Town Business Club**

Memo No: 112621(4)/NTBC/NKDA/GM/2023-2024

Dated: 19/12/2023

Copy forwarded for information and necessary action to:

1. The Chief Executive Officer, NKDA
2. PA to Hon'ble Chairman, NKDA
3. System Manager, NKDA
4. Notice Board
5. Official Website of New Town Kolkata Development Authority([www.nkdamar.org](http://www.nkdamar.org))

**General Manager**  
**New Town Business Club**