

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: /NKDA/NTBC/AO(SW)/2025-2026

Dated: -09-2025

NOTICE INVITING QUOTATION NIQ NO. 03/AO(SW)/NKDA/NTBC of 2025-2026

Administrative Officer, Social Welfare, New Town Business Club (NTBC) invites quotations (partial or as a whole) for organizing Cultural Programme to celebrate "Bijaya Sammilani-1432" from reliable Event Managers (preferably ISO certified) having experience in organizing the same nature of events in Clubs etc. to include Stage with decorations, Stage Back drop Flex, 24'x08', lighting, sound, provision of refreshment for All Club Members, Guest Artist and Club management staffs, transportation charges for Guest Artist, Photography Still, Videography for 3 hours, Printing & Stationary and miscellaneous expenses

Part Quotations would be considered separately or cumulatively based on the combined financial effect to the Business Club

Stage & Decorations

S/No	Items required	Lowest Bid	Remarks (Event Company Name)
1	Main stage 24'x12'x1 1/2'(h), Stage backdrop with flex 24'x08' - 1no, Chair with covers -250, Entry Gate - 01 Hall Decoration & Muskin for Guest Artist		

Sound System

S/No	Items required	Lowest Bid	Remarks (Event Company Name)
2	High quality directional sound system with sound towers for 250 guests, Cordless Mic and Mic with stand for Singers etc.		

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Lighting Arrangement

S/No	Item required	Lowest Bid	Remarks (Event Company Name)
3	Light with intelligent light and peripheral light, Flood Light – 06 Nos		

Refreshment

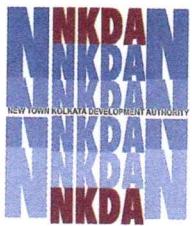
S/No	Item required	Lowest Bid	Remarks (Event Company Name)
4	Refreshment may be provided for Guest Artist and club management staff, Guests and Club Members - approximate 300 packets Bottled water and tea with snacks for all members (approx. 300 nos.)		

Photography

S/No	Item required	Lowest Bid	Remarks (Event Company Name)
5	Photography for Still and Videography for 3 hours		

Transportation Charges

S/No	Item required	Lowest Bid	Remarks (Event Company Name)
6	Transportation Charges for Guest Artist and Musicians		



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Miscellaneous

S/No	Item required	Lowest Bid	Remarks (Event Company Name)
7	Miscellaneous Expenses		

Important Dates

Pre-bid Meeting	10-09-2025 at 4:00 PM
Last date of Submission of Quotations	20-09-2025 up to 4:00 PM
Date of Opening	20-09-2025 at 6:00 PM

The sealed bidding documents in separate envelopes should be addressed to The Administrative Officer, (Social Welfare), New Town Business Club, Block-AE, Street-90, Action Area-1A, New Town, Kolkata 700163 and must be submitted at this office address. Bids received after stipulated time and date shall be rejected summarily

Documents to be submitted:

1. Copy of valid Trade License
2. Copy of PAN Card
3. Copy of GST certificate
4. Copy of Professional Tax paid Certificate
5. Copy of FSSAI License Certificate (if applicable)

General Conditions:

1. Conditional quotation will not be entertained and will be summarily rejected
2. The space for the program will be given only one day prior to the event and the Event manager has to vacate the venue by evening of 12 October 2025.
3. The successful bidder shall not transfer or sublet the space.
4. The venue shall only be used by the Event Manager for the purpose of Bijaya Sammilani event.
5. The undersigned reserves the right to accept or to reject any or all the quotation papers without assigning any reason whatsoever and even not bound to accept the lowest quotation at the cost of quality.

6. The selected Event Manager will have to make their own arrangements to set up the venue site for the Bijaya Sammilani program.
7. The selected Event Manager has to ensure that no damage would be caused to the site. In case of any damage cost of repair / replacement / restoration as would be fixed by the concerned authority would have to be borne by the selected Event Manager.
8. In case of violation of any of the terms and conditions the tender inviting Authority or NKDA would have the right to terminate the contract forthwith without assigning any reason thereof

Sd/-

Administrative Officer (SW)
New Town Business Club
for New Town Kolkata Development Authority

Memo No: 7629 /1(7)/NKDA/NTBC/AO(SW)/2025-2026

Dated: 11 -09-2025

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. PA to CEO, NKDA
6. ✓ System Manager, NKDA – for publication in the website.
7. Guard File



Administrative Officer (SW)
New Town Business Club
for New Town Kolkata Development Authority