



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No. 6365/NKDA/Admn-581/2015

Dated: 07/11/2017

Expression of Interest (E.O.I.) No : 28/NKDA/Admn of 2017

Sealed quotations are invited from experienced event management companies/firms/ Organizations for empanelment as an agency to conduct different event management activity for New Town Business Club.

1. Important Dates:

Pre- Bid Meeting	:	10/11/2017 at 03:00 PM at New Town Business Club
Last date of Application	:	15 /11/2017 upto 2:00 PM
Date of Opening of bid	:	15 /11/2017 at 03:00 PM

2. Bidding Procedure

The prescribed EOI documents consisting of :

- Sealed & Signed EOI Document.
- Experience of similar kind of Event Management
- PAN
- Trade license
- Company Profile
- Audited financial statement of last three years.

3. Scope of Work

- The EOI for empanelment of event management programme at New Town Business Club (NTBC) will have to be submitted to the Administrative Officer-I, New Town Kolkata Development Authority at the office of NKDA in a sealed cover within the last date of submission of EOI.
- The intending applicant should submit in a sealed envelope one letter expressing his interest of setting up to the centre along with the proposal.
- The selection will be made on the basis of minimum eligibility criteria.
- The selected Organization / Team will have to make their /his/her arrangements to set up the space according to the need including arrangement of performers, musical, lighting and seating arrangements as may be necessary to conduct the Events at their /his/her own cost including the upkeep during the entire period of event and agreement. During the period of Event the organizers would have access only to the Banquet hall.
- NTBC will provide the Banquet Hall & the existing facilities of lighting arrangement & centralized AC. Other arrangements would have to be procured by the concerned organization which may include external generator set to cater for the overload over and above the existing power load requirement.
- Normally the Events will be held on a Saturday during the evening hours on prior approval of the Club Authority.

- g) The contract may be rescinded at any point of time due to bad conduct on the part of the Event organizers/ Team which can be evaluated from daily review of the complaint / suggestion register; kept at the Club Reception for the comments of the participating members; by the authorities of New Town Kolkata Development Authority.
- h) The rescission of contract will be made without involvement of any extra financial liabilities on either side. However for the duration of the Event the Event organizer would have permission to sponsor the space to any legal authorized agencies only on prior written approval from the Club Authority.
- i) Any Payment should be made in advance, drawn on any schedule bank in India in favour of “**New Town Kolkata Development Authority**” payable at “Kolkata”.
- j) NTBC’s Rules & Regulations would be strictly followed.
- k) The selected agency will be had to conceptualize the entire event and based on the approval of Club Authority the event will be organized. Selection of event will be done from empanelled agency fast come fast serve basis.
- l) Duration of the event should not exceed more than 3 hrs. In case of any programme more than 3 hrs prior approval should be taken from Club Authority.
- m) All events will be organized at the banquet hall of New Town Business Club. All logistic support will be scope of the selected agency.
- n) The entire empanelment will be no profit no loss basis.
- o) Members of New Town Business Club & their guests will be allowed to attend the programme.
- p) For each 3 hrs event, the selected agency has to deposit Rs 5000/- + GST as applicable in form of Demand Draft or Cheque in favor of “New Town Kolkata Development Authority” payable at “Kolkata”.
- q) All related publicity, arrangement of Sponsor for the event is to be done by the selected agency in consultation with Club Authority.
- r) List of empanelment will be published at the New Town Business Club.
- s) Any food will not be allowed in the event, except with the programme from the club Authority.
- t) Any charges, if applicable, for Members & their guests will be fixed in consultation with Club Authority.
- u) The Bidder may arrange Sponsor from outside subject to approval by the Club Authority and for which the club Authority will not stake any claim in future.

4. Eligibility Criteria :

- a. Type of Agency / Bidder : (Proprietor / Pvt. Ltd/ Partnership)
- b. Valid Trade Licence on Event Management or similar.
- c. Valid PAN.
- d. Experience in Event management.

5. Instructions to Bidders

- a) Registered Companies / firms/ Organizations having experience in **Event Management activity in different organization.**
- b) The tender documents can be downloaded from NKDA website (www.nkdamar.org).
- c) Only enclosed formats as provided in original should be used. All sheets need to be submitted after affixing seal of the Company/firm and signature of the authorized signatory conveying acceptance of all terms and conditions of this tender.
- d) The prescribed tender document consisting of all the documents as mentioned in Technical Bid to be placed in a duly sealed big single envelope super scribing

“Expression of Interest for Empanelment of Event management Activity at New Town Business Club.”, may be submitted by hand/by Speed Post to office of **“New Town Kolkata Development Authority, 03 MAR, New Town Kolkata-700156”** so as to reach within the scheduled date and time.

- e) NKDA/ Club Authority will publish an empanelment list for all successful bidders.
 - f) All the successful bidders have to execute a formal agreement within stipulated time frame to be mentioned under empanelment list.
 - g) **Contact Period:** One (01) Year from the date of agreement.
 - h) **Payment terms:** Selected Agency have to submit Rs. 5000/- (Rupees five thousand only) + GST as applicable for each event in favour of **“New Town Kolkata Development Authority”** before three days of the event.
6. NKDA reserves the right to accept or reject any offers without assigning any reason thereof, and to amend the terms and conditions before award of the work.


Administrative Officer
New Town Kolkata Development Authority

P.S.
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Copy forwarded to kind information of

Dated: 07/11/2017

- 1) General Manager, New Town Business Club.
- 2) The Finance Officer, New Town Kolkata Development Authority.
- 3) PA to Chairman, New Town Kolkata Development Authority.
- 4) Notice Board, New Town Kolkata Development Authority for displaying.
- 5) Official website on New Town Kolkata Development Authority (NKDA) (<http://www.nkdamar.org>)

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