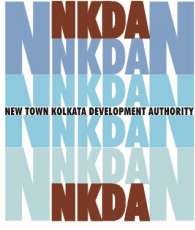


NEW TOWN KOLKATA DEVELOPMENT AUTHORITY



(A Statutory Authority under Government of West Bengal)
03, Major Arterial Road, New Town, Kolkata – 700156

Memo No: 1579 / NKDA / Engg – 36 / 2010 (VIII)

Date: 29 /03/2018

NOTICE INVITING EXPRESSION OF INTEREST

EOI. NO. : 03 / EE – I / NKDA of 2017 – 18.

New Town Kolkata Development Authority (NKDA) invites an Expression of Interest (EOI) from eligible reputed & licensed Event Management Teams for empanelment by offering response in the prescribed format as appended hereto in Annexure – I for Organizing Monthly Cultural Events i.e. one or more programme in each month in the Banquet Hall or adjoining area of New Town Business Club (NBTC). The empanelment will be valid for a period of 01 (one) year for organizing events as and when required by the New Town Business Club. All information contained in this EOI, subsequently provided/clarified 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 any 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 & Regulations of New Town Business Club and New Town Kolkata Development Authority.

The sealed document (Annexure-I duly filled up & signed) should be addressed to the Executive Engineer-I, New Town Kolkata Development Authority. EOI received after stipulated time and date shall be rejected summarily.

PERIOD OF EMPANELMENT

One year from the date of notification of the empanelment list.

IMPORTANT DATES

Sl No.	Particulars.	Date & Time
01.	Date & Time of pre empanelment meeting	05/04/2018 at 3.00 PM
02.	Last Date & Time of submission of Empanelment documents.	17/04/2018 upto 3.00 PM
03.	Date of opening of Empanelment documents	17/04/2018 at 4.00 PM
04.	Date of issue of empanelment notice	Will be intimated in due course

BACKGROUND:-

NTBC an initiative of NKDA has started functioning from 26.07.2016 and by this time of its journey. it has about 1600 members and their families, with a goal to achieve about 2000 members by the end of 2018. NTBC has been able to arrange various outdoor and indoor games like Lawn Tennis, Badminton, Swimming, Table Tennis, Darts, Snooker and over and above Gym facilities for upholding physical fitness of its members. The construction of indoor court for Badminton & Squash is complete and has been opened for the club members. However to infuse some vibrancy and to make it a happening place of Kolkata there is a requirement to have empanelled Event Management Team who will look after the cultural and entertainment side of the Club

SCOPE OF WORK: For the Agency/Agencies:

1. The concerned empanelled Organization will have to make their arrangements to set up the space according to the need including arrangement of performers, musical instruments, lighting, stage 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.
2. For organising any function the Event organisers would have to hire out the space envisaged by them as per rates in vogue in the Club for its members. The decision regarding the selection of the space must be mutually agreeable.
3. NTBC will provide the space of its Banquet Hall and or adjoining open space as demanded/ required & the existing facilities of the lighting arrangement & centralized AC upon payment of applicable charges. Other arrangements would have to be procured by the Agency which may include external generator set to cater for the overload over and above the existing power load requirement of 8KVA.
4. The agency may be permitted to charge the participating members or guests an amount due in advance by the sale of tickets for the event, food and drinks etc sold under his/her responsibility, which must be mutually agreed upon. It will be the duty of the concerned agency to inform the non members attending the programme to strictly adhere to the rules of the Club failing which they may be evicted and the empanelment of the said agency may be cancelled.
5. The Club Authority will under no circumstances be responsible for the sale of the above mentioned tickets or safe keeping of any cash etc in this regard.
6. Club members bearing membership cards must be allowed to attend at 50% of the rates applicable to others for food & drinks. Club members who don't want to have food/drinks/snacks must be given free access to listen to or see any cultural programme/function or any event only upon production of club membership card subject to a maximum of only 25 (twenty-five) seats which will be kept reserved for them or the club management in all events.
7. Requisite Payment for hiring Club space as applicable must be made minimum 07 days in advance in total (including GST) by a/c payee cheque/D.D payable at Kolkata, drawn on any schedule Bank of India in favour of NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.
8. The agency will have to adhere strictly to the rules and regulations of the NewTown Business Club in all regards.
9. The Agency must make good or pay the damages as per the 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.
10. Normally the Events will be held on Saturdays/occasions during the evening hours on prior approval of the Club Authority.
11. The theme and other finer points must be decided only upon prior consultation and approval of the authority.
12. The empanelment will be valid for one year from the date of notification of the list of empanelment.

13. A schedule of events would be prepared by the agencies in advance only after approval of the same by the General Manager, New Town Business Club (NTBC).
14. In case of multiple no of agencies opting to conduct events on a same date/time/venue, the final decision in this regard will strictly lie with the Club Authority. In such a case the selected empanelled agency may be have permission to engage any sponsor/s for the event/space which must be any legally authorized entity only on prior written approval from the GM, NTBC. The Event Organizer 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 and the Club Authorities. 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 a neat and clean condition on completion of the event.
15. The authority reserves the sole right to select any empanelled agency from the list of empanelment to conduct/organize any event on any given day or time.
16. The Club Authority will bear absolutely no financial liabilities.
17. The empanelled agencies will need to submit a refundable security deposit of Rs 10000/- only prior to organizing any programme in the club along with applicable charges for the venue.
18. The Authority reserves the right to conduct any programme by any non empanelled agency or person/s on any given date and time.
19. The Authority reserves the right to terminate any or the entire empanelment list 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 Organizers which will be evaluated on the daily review of the complaint/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 a registered entity and have been in the business of Event Management for at least last 2 years.
2. The agency shall be a 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 relevant Certificates of Incorporation / partnership deeds 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 proprietor name would suffice. The Bidder should have a PAN issued by the Income Tax department. Bidder shall have valid GST Registration. A valid Trade License is a must .
3. The Agency/Company/Firm/Organisation should have an annual turnover of at least INR 20,00,000/- (INR Twenty Lakhs) or more in each of last 3 Financial Years.
4. Income Tax Return for the last three years should be enclosed.
5. The Agency/Company/Firm/Organisation must have organized and managed minimum 2 events each in the last 3 years in Govt/reputable corporate sectors. Relevant work orders should be submitted.
6. The Agency/Company/Firm/Society/Organisation should be equipped with adequate, qualified & experienced manpower on rolls and infrastructure.

7. The Agency/Company/Firm/Society/Organisation should not be blacklisted by Central or State Government or Government Organisations/Agencies.
8. Conditional bids will be summarily cancelled.

GENERAL CONDITIONS

1. The sealed documents should be dropped in the Tender Box at NKDA office on or before the stipulated date and time.
2. The technical bid must be sealed in an envelope super-scribing “Technical Bid”, and the envelope must be placed in a third envelope super-scribing” **EXPRESSION OF INTEREST FOR EMPANELMENT OF EVENT MANAGEMENT AND ORGANISATION AGENCIES/COMPANY/ ORGANISATION**”. This envelope should be sealed and delivered to the Executive Engineer –I , New Town Kolkata Development Authority,01 Major Arterial Road, New Town Kolkata- 700156 on or before the stipulated date and time.
3. Each page of the requisite documents must be stamped and signed by the person or authorized persons submitting the bid in token of his/their having acquainted himself/themselves and accepted the entire bid documents including various conditions of empanelment. Any Bid with any of the Documents not so signed is liable to be rejected at the discretion of the Authority. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS BIDDING DOCUMENT.**
4. The bidder shall attach the copy of the authorization letter / power of Attorney as the proof of authorization for signing on behalf of the Bidder as and when so needed.
5. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of empanelment, the bids not meeting the minimum eligibility criteria, Bids not accompanied with any other requirements, stipulated in the notice are liable to be rejected. **Conditional tender will not be entertained and shall be deemed as ‘informal’.**
6. The bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof.

**Executive Engineer – I
New Town Kolkata Development Authority.**

Copy forwarded for information and necessary action to :-

1. The Chief Executive Officer, New Town Kolkata Development Authority.
2. The Chief Engineer, New Town Kolkata Development Authority.
3. The Administrative Officer – I, New Town Kolkata Development Authority.
4. The Finance Officer, New Town Kolkata Development Authority.
5. The General Manager, New Town Business Club.
6. The Assistant Engineer – II , New Town Kolkata Development Authority.
7. The Assistant Manager, New Town Business Club
8. The Estimator/Sr. Accountant / Cashier, New Town Kolkata Development Authority.
9. P.A to the Chairman, New Town Kolkata Development Authority.
10. Office Notice Board.
11. Official Website of New Town Kolkata Development Authority (www.nkdamar.org).

Executive Engineer – I
New Town Kolkata Development Authority

ANNEXURE – I

TECHNICAL BID DOCUMENT

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

SL No	Particulars	
1.	Name of the bidder/Firm, Office Address, Telephone No., Fax No., Mobile No., E-mail (Please attach registration certificate of Firm)	Copies shall be enclosed
2.	Relevant Registration certificate/s	Copies shall be enclosed
3.	Valid Trade License	Copies shall be enclosed
4.	PAN No	Copies shall be enclosed
5.	Experience certificates as required.	Copies shall be enclosed
6.	Income Tax Return for the Past three years	Copies shall be enclosed
7.	GST registration	
8.	All the bid document and Corrigendum/Amendment (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 as specified in the empanelment notice.

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