



# NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No 5327/ NKDA/Admn-581(P)/EO-1-1/2016

Dated 20<sup>th</sup> September, 2016

## Expression of Interest (EOI) No 32 /NKDA/Business Club/2016-17

EXPRESSION OF INTEREST FOR ENLISTMENT OF DECORATORS (2 IN NUMBERS) IN THE BOOKS OF NEW TOWN BUSINESS CLUB FOR A PERIOD OF 3 YEARS FOR UNDERTAKING DECORATIVE WORKS RELATED TO VARIOUS EVENTS SUCH AS MARRIAGE PARTY, OFFICE PARTY ETC. LIKELY TO BE HELD AT THE CLUB PREMISES ON BOOKINGS BY THE CLUB MEMBERS / OUTSIDERS AND / OR BY THE CLUB AUTHORITY FOR ITS OWN EVENTS.

LAST DATE OF SUBMISSION: 05-10-2016 AT 14:30HRS  
DATE OF OPENING: 05-10-2016 AT 15:00 HRS

This is only to enlist the name of the decorator for performing the job of the club members / outsiders who will have the option to select either of the two enlisted decorators.

Interested applicant decorators shall have to fulfil the following conditions

1. Provide all the details as per Annexure – 1 with all enclosures
2. The renowned and bonafied decorators having experience of performing decorative works for at least 5 (five) years. Experienced decorators having experience of work in the field of Govt, semi Govt sectors shall get the preference
3. Applicant decorators shall submit valid Trade License issued from NKDA or other Municipal Corporation / Municipalities
4. Applicant decorators shall identify a decorator in New Town and its surrounding area as his / their Associates to take part in the job entrusted in case of emergency
5. Rates should be quoted in figures and words for each item of works to be done. Separate rate should be quoted for work to be done with new / old materials (according to the requirement of the Party) in the Schedule of rates attached to as Annexure – I
6. No order related to supply of food / beverages should be accepted or supplied
7. Rate per finished item of works should be expressive and inclusive of all charges
8. **SECURITY DEPOSIT:** An amount of Rs. 5,000.00 (Rupees Five Thousand) only will have to be deposited with New Town Kolkata Development Authority (NKDA) for the entire period of contract
9. **PENALTY CLAUSE:** In case of failure to complete the entrusted work penalty subject to maximum amount of Security Money deposited with NKDA including debarring the enlistment for a minimum period of 1 (one) year shall be imposed to the defaulting decorator

10. **RISK PURCHASE CLAUSE:** If items are not done within the specified date of order , in case of emergency, the Party will get the same done by the second enlisted vendor and the difference in price will be recovered from the selected decorator
11. The EOI accepting Authority has the right to reject any or all EOIs without assigning any reason and is not bound to accept even the lowest one
12. The selected decorator has to make a Contract with the intending Party in writing showing the value for any disputes on payment NTBC will not be held responsible
13. The empanelled agency have to pay NTBC Rs. 10,000/- within three working days after each and every event.
14. Contact period : 03(Three) Years.

#### **Other Terms and Conditions**

1. The empanelled agencies will have no objection / claim for any event conducted by NTBC or any other Govt. agencies of their own.
2. The empanelled agencies should have prior knowledge about the NTBC and its facilities for event management parties / programme.
3. No permanent structure will be allowed for any event management programme. Only portable structure will be used for decoration and that should be removed out of NTBC after each and every event by 8 A.M on the next day.
4. Any type of digging inside the Club is not allowed.
5. Green land scaping, pathway, 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 programme.
6. For any Electrical and Sound system installation, the Electrical Wing of NKDA should be contacted or consulted before programme.
7. Cleaning and removing of waste materials including Kitchen waste from NTBC area after completion of the event.
8. The ambiance of the NTBC will not be at any cost should be damaged / disturbed during the event management programme. If any damage occurs then the cost will be deducted as penalty from the performance guarantee or to be paid by the empanelled event management agency fixed by the authority of NTBC.
9. The empanelled agency should collect all necessary statutory licenses if required for the event.

  
**Administrative Officer – I**  
**New Town Kolkata Development Authority**

P/h

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**Dated 20<sup>th</sup> September, 2016**

Copy forwarded to

1. The Finance Officer, NKDA
2. The Manager Business Club, NKDA
3. PA to CEO, NKDA
4. PA to Chairman, NKDA
5. Sri S S Neogi, Supervisor, Business Club
6. Notice Board, NKDA

  
**Administrative Officer – I**  
**New Town Kolkata Development Authority**

DECORATOR DETAILS

Sl. No	Parameter	Decorator to specify
01.	Name of Decorator	
02.	Type of firm with proof of document (Proprietor/ Pvt Ltd/ Partnership)	
03.	Year of Establishment	
04.	PAN, Sales Tax Regn No, Service Tax Regn No etc	
05.	Office Address	
06.	Contact Person Details, such as Name, Mobile No, Email ID etc	
07.	Godown / Stockyard Address	
08.	Contact Person Details, such as Name, Mobile No, Email ID etc	
09.	Associate Decorator, if any	
10.	Contact Person Details, such as Name, Mobile No, Email ID etc	
11.	Financial status for last 4 Financial Years (IT Return & Bank statement required)	
12.	Details of Enlistment with other Govt/Semi Govt w.r.t copy of Agreement & Payment Certificate for last 4 FYs	
13.	List of prestigious Clients, if any for last 4 Financial Years	

## DESCRIPTION OF ITEMS

Sl. No	Description of Items	Unit	Rate
01	Decoration of Stage at Banquet Hall (10.1 m x 2.64 m)		
	(a) With flex and multi coloured balloon	sqm	
	(b) With cloth & linen (New)	sqm	
	(c) With cloth & linen (Used, but not shabby)	sqm	
	(d) With polyester cloth & velvet (New)	sqm	
	(e) With polyester cloth & velvet (Used, but not shabby)	sqm	
	(f) With fresh flower	sqm	
	(g) With artificial flower	sqm	
02	Hire charges of decorative chair	pc	
03	Hire charges of ordinary chair with linen cover	pc	
04	Hire charges of table with linen	pc	
05	Hire charges of carpet for open area	sqm	
06	Hire charges of podium	pc	
07	Hire charges of 5 faced Brass oil lamp with stand	pc	
08	Hire charges of Petal Pot	pc	
09	Erection of Pandel with Tarpaulin Cover at the open space beside Banquet Hall {12.3 m x 6.05 m x 3.5 m(h)}		
	(a) With New cloth	sqm	
	(b) With Used, but not shabby cloth	sqm	
10	Erection of Pandel without Tarpaulin Cover at the open space beside Banquet Hall {12.3 m x 6.05 m x 3.5 m(h)}		
	(a) With New cloth	sqm	
	(b) With Used, but not shabby cloth	sqm	
11	Hire charges of 1000 watt sound system with amplifier	set	
12	Hire charges of ceiling fan for use at outdoor pandel	pc	
13	Hire charges of stand fan for use at outdoor pandel	pc	
14	Hire charges of LED Halogen Lamp	pc	
15	Hire charges of Microphone		
	(a) Cordless	pc	
	(b) Stand	pc	
	(c) Collar	pc	
16	Hire charges of Synthesizer	pc	
17	Making decorative Gate (Square or Arch type)		
	(a) With New cloth	sqm	
	(b) With used, but not shabby cloth	sqm	
	(c) With fresh flower	sqm	
	(d) With artificial flower	sqm	
	(e) With balloon	sqm	