

**NOTICE INVITING EXPRESSION OF INTEREST  
(EOI NO. 001/NTBC/NKDA/ADMIN of 2020-21)**

An Expression of Interest (EOI) is hereby invited by the General Manager, New Town Business Club, from the bonafide, resourceful Decorators and Event Planners, who are registered, having good track record with experience of at least 5 (five) years and posses a valid Trade License in their own profession for "Empanelment of Decorators and Event Planners" for various programs in the New Town Business Club, New Town Kolkata, street No.90, Block AE, Action Area-1, New Town and New Town Banquet Hall on Street No.124, Block BG, New Town.

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

**BACKGROUND**

New Town Business Club or NTBC an initiative of NKDA has started functioning from 26-7-2016 and presently having a membership count of about 2500 members and their families. NTBC has been able to arrange various outdoor and indoor games like Lawn Tennis, Badminton, Squash, Shooting, Skating, Swimming, Table Tennis, Dart, Billiard and over and above Gym facilities for upholding physical fitness of its Members. Members are using all the facilities to the maximum. In addition to these facilities the Club proposes to open Green Verge I and Green Verge II for organizing various programmes for citizens of New Town and Kolkata.

A. **Scope of Work:** Various type of decorating services and events by Decorators/ Event Planners.

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

1(a) The intending Bidders have to deposit a onetime Refundable Security Deposit 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. After successful completion of tenure Rs10000.00 (Rupees Ten Thousand) only will be refunded.

1(b) A charge of Rs 10000.00 (Ten Thousand) only plus GST @ 18% would be levied to the Decorators / Event Planners for each and every events and payable within three days, prior to the event.

1(c) In the case of Decorators valid Trade License, valid PAN & GST No. is required

1(d) In the case of Event Planners 5 (five) years' experience Certificate, valid Trade License, valid PAN No. 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 empanelled Agency should have prior knowledge about the NTBC and its facilities for the programme.

4. 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 after each and every event by 7:00 AM on the next day.

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 programme/decorating work. Penalty would be imposed @ of twice the cost of repair/destruction caused.

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	Last date and time for submission of application	05 December 2020 till 2:30PM
2	Pre-bid discussion date and time	01 December 2020 at 3:00PM
3	Last date and time for submission of documentation evidence like credentials as well as valid PAN/GST, TradeLicense in his own profession etc as required.	05 December 2020 till 2:30PM
4	Date for empanelment of the selected candidates	01 January 2021

D. 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.

E. Validity of empanelment will be only for a period of 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 informal.

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: 5745/1(5)/NTBC/NKDA/Admn-017/2017(I)**

**Dated: 12/11/2020**

Copy forwarded for information and necessary action to:

1. The Chef Executive Officer, NKDA.
2. The Administrative Officer-I, NKDA.
3. PA to Hon'ble Chairman, 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**