



# 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. 6891 /NKDA /Admn (EM-II)-1250 /2023

Date: 26 /06/2023

## Notice Inviting Expression of Interest for Empanelment of Event Management Agencies for Community Centres run by NKDA.

**Notice Inviting e-EOI No: 01/EM-II/NKDA/2023-24**

New Town Kolkata Development Authority (NKDA) operates Community Halls within New Town Kolkata at the following locations:

- 1) Community Centre-I, Action Area-IC  
(Near Biswa Bangla Gate).
- 2) Community Centre-II, Action Area-II, St. No. 651  
(Near Akankha More)
- 3) Community Centre-III at CB Market, Action Area-IC.
- 4) Community Centre-IV at AC Block, Action Area-IA,  
(Street No.52).
- 5) Community Centre-V at CE Block, Action Area-IC,  
(Street No. 234).

These community halls have airconditioned space for social events and ceremonies with appropriate kitchen, rooms and other facilities. These are let out by NKDA through applications from general public (See <https://nkdamar.org> for details)

For improvement and standardization of service to the users of these community halls, NKDA intends to empanel event management agencies having facilities of caterers, decorators, electricians, florists for providing service to the users, who will have to choose the service provider of their choice from the panel maintained with NKDA as a mandatory service. Service providers outside this panel will not be allowed to operate/ provide service in the community halls.

For this purpose, the Estate Manager-II, New Town Kolkata Development Authority invites detail Technical Proposals in Fixed payout system from resourceful, reliable, bona-fide and experienced event management organizations/ caterers/ decorators/ electricians/ florists for empanelment as service providers for Community Centres of New Town Kolkata.

<b>Name of work</b>	<b>Earnest Money deposit</b>	<b>Non-refundable Empanelment Fee (Rs.)</b>	<b>Period of engagement</b>
Empanelment of agency for providing different services to the users of community centres in New Town under NKDA	Rs. 10,000/- (Rupees ten thousand only) to be adjusted against Security Deposit.	Rs. 60,000/- (Rupees sixty thousand only) for three years for each community centre for each service to be paid on being selected for empanelment.	3 (three) years initially may be extended further based on satisfactory performance.

1. There are 5 functional areas of service for empanelment in each community hall as described in the table below:

<b>Serial No.</b>	<b>Functional area of service</b>
1	Overall event management
2	Catering service
3	Decoration
4	Electrician service
5	Florist's service

2. The interested agency may get empaneled for one or multiple services for one or multiple community centres of their choice provided that if there are insufficient number of empaneled agencies for a particular service for a particular community hall, NKDA authority, may by its discretion extend the empanelment of a nearby community centre to this community centre.
3. The final empanelment will be decided by NKDA authorities and their decision shall be final and binding on all the participants in this empanelment process.
4. The details of the scope of work are provided in the section of Scope of Work at Serial No. 35 of this Nle-EOI document.
5. The interested applicants can apply for empanelment against one or multiple of services for one or multiple community centres. the choice of service and community centre has to be indicated in the application form at "Annexure-A".

6. The selection for empanelment will be made on the basis of documents submitted by the applicants.
7. Experience may be shown through copy of **Trade License** issued by any local body or **Certificate of Experience** issued by an officer of a state or central government organization or autonomous body or statutory body not below the rank of an Executive Engineer.
8. In the event of e-filing, intending bidder should download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. All the bidder shall have to submit **Earnest Money** & necessary earnest money will be deposited by the bidder through the following payment mode as per Finance Dept. Order no-3975-F (Y) dated 28<sup>th</sup> July 2016.
  - i) Net banking (any of the banks listed in the ICICI Bank payment gateway in case of payment through ICICI payment gateway).
  - ii) **RTGS/NEFT** through bank account in any bank. The EMD shall be deposited in favour of “**New Town Kolkata Development Authority**” payable at **Kolkata**.
9. Technical proposals are to be submitted duly digitally signed in the website <https://wbtenders.gov.in>. The acceptance of bid is not obligatory.
10. Corrigendum, further notices and responses to queries if any will be published in the website <https://wbtenders.gov.in> at the appropriate section.
11. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule of this NI e-EOI.
12. In terms of Finance Department, Audit Branch, Govt. of West Bengal's Notification no.4374-F(Y) dated 13th July, 2017, the bidder has to upload valid 15-digit **Goods and Service Taxpayer Identification Number (GSTN)** under GST Act, 2017, along with his bid. The bidder should note that bid submitted without GSTIN will be summarily rejected.
13. The Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only) will be adjusted with Security Deposit for the empanelled Agencies.
14. **Eligibility criteria for participation in the tender.**
  - a) The bidder should be a registered Indian Company under “The Company Act, 1956/2013”/ Partnership firm/ Proprietorship firm/LLP.
  - b) Should have place of business within or near New Town to be proven through submission of copy of **address proof** (Aadhaar/ GST registration certificate/ electric bill/ trade license)
  - c) Should have experience in the relevant service for which empanelment is sought in India during the last three years.
    - i. Payment certificate will not be treated as credential.
    - ii. Credential Certificate issued by the Executive Engineer or equivalent or competent authority of a state/ central Government, state/ central Government undertaking

statutory/ Autonomous bodies constituted under the central/ state statute, on the service for which empanelment is sought.

- iii. Work experience may be accepted on the basis of consecutive last three years' (2020-21, 2021-22, 2022-23) trade license of the service concerned.
- d) Applicants must be financially sound with a minimum average turnover of Rs.10 lakh, (Rupees ten lakh only) during the last three financial years (FY 2019-20, 2020-21, 2021-22) and having a Trade License, G.S.T Registration Certificate and Professional Tax Certificate.
- e) PAN Card, Income Tax Return Acknowledgement Receipt for the last 03 (Three) Assessment years, P.T.Deposit Challan for the year 2022-23.
- f) Registered Partnership Deed for Partnership Firms only along with Power of Attorney since executed under any Judicial Magistrate/ First Class Magistrate is to be submitted. The company shall furnish the Article of Association and Memorandum as on-statutory documents.
- g) Joint Venture or consortium is not allowed in this empanelment.
- h) Three consecutive years' (FY 2019-20, 2020-21, 2021-22) Audited Accounts to be submitted along with application documents.

**15. Similar work means**

Providing event management service/ catering services/ decoration /electrician/ florist services for the applicants seeking empanelment for respective services.

16. The agencies selected for empanelment will have to deposit the necessary empanelment fees and enter into an agreement with NKDA for providing the empaneled services to the users of the community centre (s) concerned.
17. No claim for interest or compensation will be entertained in respect to any money or balance of payment which may be due or alleged to be due to the agency owing to any dispute between the contractor and NKDA or in respect to any delay in making payment of progressive or final bill of the work, to the contractor.
18. **No advance and secured advance will be considered.**
19. **Idle labour, idle rent and hire charges etc.:**  
No claim of any category and type, on this ground shall be entertained. The contractor and NKDA shall make every effort that such situation does not arise.
20. **Security Deposit:**  
Earnest Money for the successful tenderer will be retained and converted into Security Deposit.

## 21. Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of NI e-EOI and other documents (online )	27.06.2023
2	Date, time and venue of pre bid meeting	04.07.2023 at 2.30 pm at NKDA Office
3	Documents download start date (Online)	27.06.2023 at 6.55 pm
4	Documents download end date (Online)	26.07.2023 up to 6.55 pm
5	Bid submission start date (Online)	27.06.2023 at 6.55 pm
6	Bid Submission closing (Online)	26.07.2023 up to 6.55 pm
7	Bid opening date for Technical Proposals (Online)	31.07.2023 at 1.30 pm
8	Last date of uploading list for Technically qualified Bidder (online)	Will be intimated in due course

22. The Bidder, at his own responsibility and risk is encouraged to visit the community centres and examine the infrastructure and surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting e-EOI, before submitting offer with full satisfaction. The cost of visiting the site, shall be at the own expenses of the prospective applicant.
23. The intending applicants shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. New Town Kolkata Development Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any applicant at any stage of application.
24. Prospective applicants are advised to note carefully the minimum qualification criteria before submission of EOIs.
25. **Conditional / Incomplete application will not be accepted under any circumstances.**
26. During scrutiny, if it comes to the notice of the e-EOI inviting authority that the credential or any other paper found incorrect / manufactured /fabricated, that applicant would not be allowed to participate in the process and that application will be rejected without any prejudice.
27. Before empanelment, Tender Inviting Authority may verify the credential and other documents of the qualified applicant if found necessary. After verification if it is found that the documents submitted by the applicant is either manufactured or false in that case the said applicant will not be empaneled under any circumstances and his/ their offer will be treated as cancelled.
28. If any discrepancy arises between two similar clauses on different notification, the clause superseding others will be solely as per the discretion of the e-EOI inviting authority.

29. The successful applicant whose application is accepted shall make formal agreement after depositing the necessary empanelment fees within 15 (fifteen) days from the date of issue of work order on payment of usual charges which is non-refundable under any circumstances and submit the same duly signed by him/ them to this office. If the applicant fails to perform the formalities within the specified period the application is liable to be cancelled and the Earnest Money will be forfeited as per relevant clauses of WBFR.
30. **Qualification criteria:**  
The e-EOI inviting and Accepting Authority will determine the eligibility of each applicant. The applicant shall have to meet all the minimum criteria as stipulated in relevant clauses of this NI e-EOI.
31. The eligibility of a bidder will be ascertained on the basis of the document(s) submitted in support of the eligibility criteria. If any document submitted by an applicant is either found to be manufactured or false, **the eligibility of the applicant will be rejected at any stage** without any prejudice to take any penal action against him/ them as may be deemed fit by the Tender Accepting Authority.
32. Intending applicants should note that he may have to work simultaneously with other agencies already entrusted with other work or with contractors to be entrusted with other work in future in the same function. The agency will have to work in close co-operation and harmony with all the contractors engaged. Any claim for idle labour, for any reason whatsoever, will not be entertained under any circumstances.
33. The address as furnished by the applicant shall be deemed as the postal address of its office. Any notice or instruction to be given to the applicant under the terms of contract shall be deemed to have been served if it has been delivered to his authorized agent (on the strength of authorization) or representative or sent by registered letter to his official address as furnished.
34. Participation in this EOI deems that the applicant is fully agreeable to abide all terms and conditions as stated in this Notice Inviting e-EOI.
35. **Scope of work:**
- a) Services of best quality to be provided to users of the community centres who have explicitly chosen the empaneled service provider to provide the particular service for which it is empaneled.
  - b) The choice of the user is final in choosing the service provider. NKDA will only display/ disclose the name and contact details of different empaneled service provider without guiding the users for any choice or preference.
  - c) Amount of charges to be paid by the user and the detail extent /scope of service will have to be settled between the user and the service provider.
  - d) All taxes and levies will have to be borne by the empaneled agency who is chosen and engaged by a user for rendering service.
  - e) Cleaning of the internal area of the community centre will be the responsibility of the caterer/ decorator/ florist.

**36. Special Terms and Conditions:**

- f) No payment will be made to the empaneled agency by NKDA for any service provided to the users.
- g) Appropriate action not limited to delisting from the panel with forfeiture of Security Deposit and empanelment fees will be taken against an empaneled service provider in case of complain from users of non-performance or poor service by the service provider. The decision of the NKDA authority will be final in deciding the gravity and actionability of such complain. Even a single complain of grave nature may lead to penal action from NKDA authority.
- h) For **each event** for which a service provider is chosen, the service provider will have to pay **Rs. 5000/-** (Rupees five thousand only) to NKDA. For Food supply, **Rs. 50/- per plate** has to be paid to NKDA. If the kitchen is used for cooking, additional **Rs. 25 per plate** has to be paid to NKDA by the service provider. In case the kitchen is used only for heating food, cooked elsewhere, then no fees to be paid for kitchen use.

The Empanelled Agency/ Service Provider engaged by user shall **apply jointly with the user** to the NKDA declaring the services to be provided on the date of event **before 30 (Thirty) days** of the event. Thereafter, a Demand Letter will be issued to the Empanelled Agency/ Service Provider. The Empanelled Agency/ Service Provider will accordingly pay the amount to the NKDA before 15 (Fifteen) days and get a '**Certificate of Payment**' from NKDA for executing the work in the respective venue.

- i) The staff or agent of NKDA present at community hall will check the '**Certificate of Payment**' by NKDA before allowing the service provider's staff to work inside the community centre. A copy of the '**Certificate of Payment**' is to be submitted to the office of the community centre.
- j) Cleaning and waste removal within the usage time on the same day is the responsibility of the chosen service provider. Failure may lead to charging of cleaning charges on the service provider.

  
Estate Manager-II

New Town Kolkata Development Authority

MEMO NO: 6891(6)/ NKDA/ Admn (EM-II)-1250/ 2023

DATE: 26/06/2023

Copy forwarded for information to:

1. The Chief Executive Officer, NKDA.
2. The Chief Engineer, NKDA.
3. The Finance officer, NKDA.
4. The Executive Engineer-I, NKDA.
5. Office Notice Board.
6. Official Website of New Town Kolkata Development Authority.

  
Estate Manager-II

New Town Kolkata Development Authority

**ANNEXURE- A**

**Form for Submission of Proposal  
[On the Letter head of the Bidder]**

(Location, Date)

To  
The Estate Manager-II,  
New Town Kolkata Development Authority,  
New Town, Kolkata – 700156.

**Sub: Empanelment of Service Providers for Community Centres  
in New Town, Kolkata.**

Sir,

I/ We, the undersigned, hereby apply for empanelment as a Service Provider for providing services in Community Centres operated by NKDA in New Town Kolkata. in accordance with your NI e-EOI No. .... Dated: ..... hereby am/ are submitting our Proposal, which includes the Qualification Documents and our Technical Proposal.

We have Submitted EMD of Rs.10,000/- (Rupees ten thousand Only) vide transaction details ..... (Enclose copy of Transaction Confirmation Screen).

We hereby declare that we have submitted our proposal for the serial no. .... only/ Serial Numbers .....of the area of service as provided below:

Sl. No.	Community Centre	Service	Choice shown with "X" marking
1.	Community Centre-I, Action Area-IC (Near Biswa Bangla Gate).	a) Event Management	
		b) Catering	
		c) Decorating	
		d) Electrician	
		e) Florist	



Sl. No.	Community Centre	Service	Choice shown with "X" marking
2.	Community Centre-II, Action Area-II (Near Akankha More).	a) Event Management	
		b) Catering	
		c) Decorating	
		d) Electrician	
		e) Florist	
3.	Community Centre-III at CB Market, Action Area-IC.	a) Event Management	
		b) Catering	
		c) Decorating	
		d) Electrician	
		e) Florist	
4.	Community Centre-IV at AC Block, Action Area-IA (Street No. 52).	a) Event Management	
		b) Catering	
		c) Decorating	
		d) Electrician	
		e) Florist	
5.	Community Centre-V at CE Block, Action Area-IC (Street No. 234).	a) Event Management	
		b) Catering	
		c) Decorating	
		d) Electrician	
		e) Florist	

All the information and statements made in this Proposal are true, nothing has been omitted which renders such information misleading and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.

All documents (Self Attested) accompanying our Proposal are true copies of their respective originals. We will make available to the Client any additional information it may find necessary or require authenticating or evaluate the Proposal.

We acknowledge that, New Town Kolkata Development Authority reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any reimbursement of any cost that might have been incurred by any applicant at any stage of Bidding.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Notice Inviting Expression of Interest.

We undertake to abide by all the terms and conditions of the Invitation for Expression of Interest.

Following documents duly attested by me/ us are enclosed herewith:

1.

2.

3.

4.

5.

6.

We remain,

Yours sincerely,

Signature (In full and initials):

Designation:

Name and Surname of Signatory:

Contact information (Phone and E-mail):