



# 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. 10865 /NKDA /Admn (EM-II)-1250 /2023

Date: 07/12/2023

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

Notice Inviting e-EOI No: 02/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 resourceful, reliable, bona-fide and experienced **Event Management Agencies** having facilities of caterers, decorators, electricians, florists etc. 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 event management organizations for empanelment as service providers for Community Centres of New Town Kolkata.

Name of work	Earnest Money deposit	Non-refundable Empanelment Fee (Rs.)	Period of engagement
Empanelment of <b>Event Management Agency</b> for providing different services to the users of community centres in New Town under NKDA	Rs.100,000/- (Rupees one lakh only) to be adjusted against Security Deposit.	Rs.180,000/- (Rupees one lakh eighty thousand only) for three years for all 5 (Five) Community Centres to be paid on being selected for empanelment.	3 (three) years initially which may be extended further based on satisfactory performance.

1. 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.
2. The details of the scope of work are provided in the section of Scope of Work at Serial No. 33 of this NIe-EOI document.
3. The selection for empanelment will be made on the basis of documents submitted by the applicants.
4. Experience may be shown through copy of **Trade License** issued by any local body and **Certificate of Experience (Credential Certificate)** issued by an officer of a state or central government organization or autonomous body or statutory body of government not below the rank of an Executive Engineer.
5. In the event of e-filling, 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**.
6. Technical proposals are to be submitted duly digitally signed in the website <https://wbtenders.gov.in>. The acceptance of bid is not obligatory.
7. Corrigendum, further notices and responses to queries if any will be published in the website <https://wbtenders.gov.in> at the appropriate section.
8. Tender documents may be downloaded from website and submission of Technical Bid will be done as per Time Schedule of this NI e-EOI.

9. 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.
10. The Earnest Money Deposit of Rs. 100,000/- (Rupees one lakh only) will be adjusted with Security Deposit for the empaneled Agencies.
11. **Eligibility Criteria for participation in the Tender and Documents to be submitted:**
- a) The bidder should be a registered Indian Company under "The Company Act, 1956/2013" or Partnership firm or Proprietorship firm or LLP.
  - b) The bidder should have place of business within or near New Town and copy of **address proof** (Aadhaar/ GST registration certificate/ Trade license) is to be submitted.
  - c) Should have experience in the **relevant service** for which empanelment is sought in India during the last three years.
  - d) **Credential Certificate** issued by the Executive Engineer or Officer of equivalent rank 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. Work Order, Payment received and Satisfactory execution of the work should be mentioned in the Certificate.  
Only Work order or Payment certificate will not be treated as credential.
  - e) Work experience will be accepted on the basis of consecutive last three years' (2021-22, 2022-23, 2023-24) **Trade License of Event Management** from NKDA, KMC, BMC and South Dum Dum Municipality only.  
**Electrical License (440 Volt)** issued by competent authority of the Electrician to be engaged by the bidder is to be submitted. The Electrician will work under the supervision of EE(Electrical) of NKDA.
  - f) Applicants must be financially sound with a minimum average turnover of Rs.10 lakh (Rupees ten lakh only) yearly during the last three financial years (FY 2020-21, 2021-22, 2022-23). **Turnover Certificate** issued by a Chartered Accountant showing year wise break up of turnover is to be submitted. Registration No. and UDIN of the CA is to be mentioned in the Certificate.
  - g) **G.S.T Registration Certificate** and **Professional Tax Certificate** along with Professional Tax Deposit Challan for the year 2022-23 are to be submitted.
  - h) **PAN Card, Income Tax Return Acknowledgement Receipt** for the last 03 (Three) Assessment years (2021-22, 2022-23, 2023-24) are to be submitted.

- i) 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.
- j) Joint Venture or consortium is not allowed in this empanelment.
- k) Submitting of Documents not related to this NI e-EOI is not desirable.

**12. Similar work means**

Providing Event Management service includes catering services/ decoration /electrician/ florist services etc. for the applicants seeking empanelment.

- 13. The agencies selected for empanelment will have to deposit the necessary **Empanelment Fees** and enter into an agreement with NKDA for providing services to the users of the community centre(s) concerned.
- 14. 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 Event Management Agency and NKDA or in respect to any delay in making payment of progressive or final bill of the work, to the agency.
- 15. **No advance and secured advance will be considered.**
- 16. **Idle labour, idle rent and hire charges etc.:**  
No claim of any category and type, on this ground shall be entertained. The Agency and NKDA shall make every effort that such situation does not arise.
- 17. **Security Deposit:**  
Earnest Money for the successful tenderer will be retained and converted into Security Deposit.

**18. Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of NI e-EOI and other documents (online)	08.12.2023
2	Date, time and venue of pre bid meeting	14.12.2023 at 2.30 pm at NKDA Office
3	Documents download start date (Online)	08.12.2023 at 6.55 pm
4	Documents download end date (Online)	29.12.2023 up to 6.55 pm
5	Bid submission start date (Online)	08.12.2023 at 6.55 pm
6	Bid Submission closing (Online)	29.12.2023 up to 6.55 pm
7	Bid opening date for Technical Proposals (Online)	02.01.2024 at 1.30 pm
8	Last date of uploading list for Technically qualified Bidder (online)	Will be intimated in due course

19. 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.
20. 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.
21. Prospective Bidders/ Applicants are advised to note carefully the minimum qualification criteria before submission of e-EOIs.
22. **Conditional / Incomplete application will not be accepted under any circumstances.**
23. 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.
24. Before empanelment, Tender Inviting Authority may verify the credential and other documents of the qualified Bidder/ Applicant if found necessary. After verification if it is found that the documents submitted by the Bidder/ Applicant is either manufactured or false in that case the said Bidder/ Applicant will not be empaneled under any circumstances and his/ their offer will be treated as cancelled.
25. 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.
26. The successful Bidder/ 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 Letter of Intent 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 Bidder/ 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. Formal Work Order will be issued thereafter.
27. **Qualification criteria:**

The NIe-EOI inviting and Accepting Authority will determine the eligibility of each Bidder/ Applicant. The applicant shall have to meet all the minimum criteria as stipulated in relevant clauses of this NI e-EOI (Vide SI. No. 11).
28. The eligibility of a Bidder/ Applicant 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.

29. Intending applicants should note that he may have to work simultaneously with other Bidder/ Applicant already entrusted with work or with agencies to be entrusted with work in future in the same function. The agency will have to work in close co-operation and harmony with all the agencies engaged. Any claim for idle labour, for any reason whatsoever, will not be entertained under any circumstances.
30. The address as furnished by the Bidder/ 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.
31. Participation in this Nle-EOI deems that the applicant is fully agreeable to abide all terms and conditions as stated in this Notice Inviting e-EOI.
32. The Tender Inviting Authority reserves the right to deny or accept or reject any or all the bids and even to annul the tendering process at any point of time without prejudice to further action and without assigning reason thereof.
33. **Scope of work:**
  - a) Services of best quality to be provided to users of the community centres who have explicitly chosen as empaneled Event management Agencies to provide the particular services for which it is empaneled.
  - b) The choice of the user is final in choosing the Event Management Agency. 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 Event Management Agency.
  - 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 Event Management Agency.

34. **Special Terms and Conditions:**

- a) No payment will be made to the empaneled Event Management Agency by NKDA for any service provided to the users.
- b) Appropriate action not limited to delisting from the panel with forfeiture of Security Deposit and empanelment fees will be taken against an empaneled Event Management Agency 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.

- c) For **each event** for which a Event Management Agency is chosen, the service provider will have to pay **Rs. 5000/-** (Rupees five thousand only) to NKDA. An additional amount of **Rs. 5000/-** (Rupees five thousand only) is to be paid to NKDA as **cleaning charges**.
- d) If it is found at any stage that any of the Empaneled Event Management Agency booked the venues unscrupulously in the name of other persons, the empanelment of the agency will be cancelled.

*Handwritten signature and date: 07/12/23*

**Estate Manager-II**

**New Town Kolkata Development Authority**

**Memo. No: 10865/1(8)/ NKDA/ Admn (EM-II)-1250/ 2023**

**DATE: 07/12/2023**

Copy forwarded for information to:

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

*Handwritten signature and date: 07/12/23*

**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 Event Management Agency for Community Centres  
in New Town, Kolkata.**

Sir,

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

We have Submitted EMD of Rs.100,000/- (Rupees one lakh only) vide  
transaction details ..... (Enclose copy of  
Transaction Confirmation Screen).

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 NKDA Authority.

All documents (Self Attested) accompanying our Proposal are  
true copies of their respective originals. We will make available to the  
Authority 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:

Sl. No.	Particulars of Documents	Whether submitted
1.	Address Proof [11(b)].	Yes/No
2.	Credential Certificate [11(d)].	Yes/No
3.	Trade Licence of Event Management [11(e)].	Yes/No
4.	Electrical Licence [11(e)].	Yes/No
5.	Turnover Certificate [11(f)].	Yes/No
6.	GST Registration Certificate [11(g)].	Yes/No
7.	Professional Tax Clearance Challan [11(g)].	Yes/No
8.	Copy of PAN [11(h)].	Yes/No
9.	Copies of IT Return Acknowledgement [11(h)].	Yes/No
10.	Registered Partnership Deed, if any. [11(i)].	Yes/No
11.	Earnest Money Deposit Receipt [10].	Yes/No

Yours sincerely,

Signature (In full and initials):

Designation with seal:

Name and Surname of Signatory:

Contact information (Phone and E-mail):