



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.: 5270 / NKDA / EE-II/ 2018-19

Date: 12.11.2018

NOTICE INVITING EXPRESSION OF INTEREST

EOI. NO. : 03 / EE- II/NKDA of 2018 – 19.

New Town Kolkata Development Authority (NKDA) invites an Expression of Interest (EOI) from eligible reputed & licensed Event Management Teams for offering response in the prescribed format as appended hereto in Annexure – I for Organizing New Town Mela-2018 at MELA GROUND, NEW TOWN on and from 23.12.2018 to 31.12.2018. All information contained in this EOI, are in good interest and faith. This is an arrangement and is an offer or invitation to enter into an agreement to conduct Mela. 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 Kolkata Development Authority.

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

SI No.	Particulars.	Date & Time
01.	Last date & Time of Submission of EOI	22.11.2018 up to 4.00 PM
02.	Date & Time of opening of EOI	26.11.2018 at 4.00 PM

SALIENT FEATURES

1. The EOI for Event Management Team will have to be submitted to the Executive Engineer-II, New Town Kolkata Development Authority at the office of NKDA in a sealed cover within the last date of submission of EOI.
2. The intending applicant should submit in a sealed envelope one letter expressing his interest of conducting Mela along with the proposals.
3. The EOI letter should be consisting of all information as per details given in the Annexure-I enclosed.
4. The selection will be made on the basis of highest BID offered. Agency who will offer highest bidding amount, will be awarded H1 Bid.. GST has to be paid extra.
5. The selected Organization/ Team will have to make their arrangements to the space according to the need including arrangement of cultural programme(if any) performers, music and its lighting and seating arrangements as may be necessary to conduct the Mela at their own cost including the upkeepment during the entire period of Mela. During the period of Mela, the NKDA officials and staff including other officials of GOWB and G.O.I, would have free access to the Mela Ground for look after their performance etc.
6. All safety, security & cleanliness arrangement made by the agency at their own cost before, during and after Mela.
7. A schedule of events would be prepared by the Organizer in advance only after approval of the same by NKDA Authority.

8. The contract may be rescinded at any point of time due to bad conduct on the part of the Event organizers/ Team which can be evaluated from daily review by the authorities of New Town Kolkata Development Authority.
9. The rescission of contract will be made without involvement of any extra financial liabilities on either side. However for the duration of the Mela, the Event organizer would have permission to sponsor the space to any legal authorized agencies only on prior written approval from the NKDA Authority.
10. Contract will be awarded to the bidder of highest profit sharer of the events that would be conducted in the span of contract period.
11. Electricity connection will be provided by NKDA against payment of consumable unit charges as per Rule.
12. Fire safety certificate must be collected by the bidder from the Deptt. of Fire and Emergency Services GOWB by paying the fees thereof as per Govt. norms.
13. Rate should be quoted both in figures and words
14. Payment should be made in advance, in total by a/c payee cheque drawn on any scheduled bank in India in favour of NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.
15. NKDA's Rules & Regulations would be strictly followed.
16. Selected event organiser/team shall have to execute a formal Deed of Contract agreement with the undersigned which will be available from the Office of the undersigned.


12/11/18

Executive Engineer – II
New Town Kolkata Development Authority.

Memo No. 5270 /1(10) / NKDA / EE-II/23 / 2018-19

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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 Finance Officer, New Town Kolkata Development Authority.
4. The Assistant Engineer – II , New Town Kolkata Development Authority.
5. The Estimator/Sr. Accountant / Cashier, New Town Kolkata Development Authority.
6. P.A to the Chairman, New Town Kolkata Development Authority.
7. Office Notice Board.
8. Official Website of New Town Kolkata Development Authority (www.nkdamar.org)


12/11/18

Executive Engineer – I I
New Town Kolkata Development Authority

ANNEXURE – I

ORGANIZATION / INDIVIDUAL INSTRUCTOR DETAILS

Sl No	Parameter	Applicant to specify
01	Name of Organization/ Event Manager.	
02	Type of firm with proof of document (Proprietor/ Pvt Ltd/ Partnership)	
03	Type of Certificate obtained for Event Management activities	
04	Year of Establishment/Certification	
05	PAN, GST Registration No, Service Tax Registration No etc	
06	Office Address	
07	Associate Organization/Individual if any	
08	Contact Person Details, such as Name, Mobile No, Email ID etc	
09	Financial status for last 3 Financial Years (IT Return & Bank statement required)	
10	List of prestigious Clients, if any for last 3 Financial Years	
11	Main objectives of the Applicant	
12	Identical programme run by the Applicant	
13	Bidding amount by the Event Organizer for the contract period that is to be paid in advance if qualified and chosen on the Expression of Interest.	


12/11/18

Executive Engineer – II
New Town Kolkata Development Authority