

Memo No.5303/NTBC/NKDA/Admn-017/2017

Dated: 14-11-2018

NOTICE INVITING EXPRESSION OF INTEREST

The General Manager, New Town Business Club Invites Expression of Interest (EOI) from eligible reputed & licensed Event Management Teams by offering response at the prescribed format as appended hereto in Annexure-I for organising Cultural Events i.e. one or more programme in two months in the Banquet Hall or adjoining area of New Town Business Club (NTBC). The empanelment will be valid for a period of 6 months for organising events as and when required by the New Town Business Club. All information contained in this EOI, subsequently provided/clarified are in good interest and faith. This is not an arrangement and is not an offer or invitation to enter into an agreement of any kind with any party. 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 and Regulations of New Town Business Club and New Town Kolkata Development Authority.

The sealed bidding document (Annexure-I duly filled up & signed) should be addressed to the General Manager, New Town Business Club, Street No.90, Action Area-I, Block BE, Kolkata 700156. EOI received after stipulated time and date shall be rejected summarily.

IMPORTANT DATES

Sl.No.	Particulars	Date & Time
01	Date & Time of pre-bid meeting	22-11-2018 at 3-00 p.m.
02	Last Date & Time of Submission of EOI	25-11-2018 upto 3-00 p.m.
03	Date & Time of opening of EOI documents	25-11-2018 at 4-00 p.m.
04	Date of issue of notice for engagement	Will be intimated in due course

SALIENT FEATURE

1. 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. Base BID would commence from Rs.5,000/- (Rupees Five Thousand) only.
2. The intending applicant should submit in a sealed envelope one letter expressing his interest of conducting event along with the proposal.
3. All safety, security & cleanliness arrangement made by the agency at their own cost before, during and after the events.

BACKGROUND

New Town Business Club or NTBC an initiative of NKDA has started functioning from 26-07-2016 and presently has a membership count of about 2000 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, Snooker and over and above Gym, facilities for upholding physical fitness of its members. Members using all facilities to the maximum. However, this winter, in order to infuse more vibrancy and make New Town Business Club a happening place of Kolkata there is a requirement of an Event Management team who can organise a Gala End of year show after obtaining due permission from the authority.

SCOPE OF WORK: For the agency/agencies

1. The concerned empanelled organisation will have to make their arrangements to set up the space according to the need including arrangement of performers, musical instruments, lighting, stage and seating arrangements as may be necessary to conduct the Events at their/his/her own cost including the upkeep during the entire period of event and agreement.
2. For organising any function, the Event organiser would have to hire out the space envisaged by them. The decision regarding the selection of the space must be mutually agreeable.
3. NTBC will provide the space of its Banquet Hall and or adjoining open space as demanded/required and the existing facilities of the lighting arrangement & centralised AC upon payment of applicable charges. Other arrangements would have to be procured by the Agency which may include external generator set to cater for the overload over and above the existing power load requirement of 8KVA.
4. The club authority will under no circumstances be responsible for the sale of the above mentioned tickets or safe keeping of any cash etc. in this regard.
5. Club members bearing membership cards must be allowed to attend. Club members who don't want to have food/drinks/snacks must be given free access to listen or to see any cultural programme/function or any Event only upon production of club membership card subject to a maximum of only 25 seats which will be kept reserved for them or for the club management in all events.
6. Requisite payment for hiring club space as applicable must be made minimum 07 days in advance in total (including GST) by a/c payee cheque/DD payable at Kolkata, drawn on any schedule Bank of India in favour of NEW TOWN KOLKATA DEVELOPMENT AUTHORITY.
7. The agency will have to adhere strictly to the rules and regulations of the New Town Business Club in all regards.
8. The agency must make good or pay the damages as per rates fixed by the Club Authority in case of any damages done to the Club property by either the agency or its men or non-members who are not the guests of the members.
9. Normally the Events will be held on Saturday/occasions during the evening hours on prior approval of the Club Authority.
10. The theme and other finer points must be decided only upon prior consultation and approval of the authority.
11. The empanelment will be valid for six months from the date of notification of the list of empanelment.
12. A schedule of events would be prepared by the agencies in advance only after approval of the same by the General Manager, New Town Business Club (NTBC).

13. In such a case the empanelment agency engages any sponsor/s for the event/space, which must be any legally authorised entity, prior written approval from the GM, NTBC would be required. The Event organiser may also be permitted to establish food and drink stalls for the participating Club members, if they so desire, subject to approval and permission of the competent Licensing and the Club Authorities. The event manager would charge the members for food only. The space for cooking the food would be provided by the club with an understanding that it would be handed over to the Club in neat and clean condition on completion of the event.
14. The authority reserves the sole right to select any empanelled agency from the list of empanelment to conduct/organise any event on any given day or time.
15. The Club authority will bear absolutely no financial liabilities.
16. The selected agency will need to submit a refundable security deposit of Rs.10,000/- only prior to organising the programme in the club along with applicable charges for the venue.
17. The Authority reserves the right to terminate any or the entire empanelment list at any point of time without assigning any reason thereof.
18. The Authority reserves the right to terminate the empanelled agency at any point of time without assigning any reason thereof. The empanelment may be rescinded at any point of time due to bad conduct on the part of the Event Organisers which will be evaluated on the day review of the complaints/suggestion register; kept at the Club Reception for the comments of the participating members by the Authority.

ESSENTIAL ELEGIBILITY CRITERIA

1. The agency/company/organisation should be registered entity and have been in the business of Event Management for at least last 2 years.
2. The agency shall be a Limited Company or a Private Limited Company registered under the Companies Act, 1956/partnership firm or a proprietorship. For proof, self-attested/attested copy of relevant Certificate of incorporation/partnership deed or any other valid document issued by the respective registrar of firms/companies etc. may be submitted. In case of proprietorship firm, self-declaration or self-certificate supported by PAN in the proprietor name would suffice. The Bidder should have a PAN issued by the Income Tax Department. Bidder shall have valid GST Registration. A valid Trade Licence is a must.
3. The agency/company/firm/organisation should have an annual turnover of at least INR 20,00,000 or more in each of last 3 financial years.
4. Income Tax Return for the last three years should be enclosed.
5. The agency/company/firm/organisation must have organised and managed minimum 2 events each in the last 3 years in Govt./reputable corporate sectors. Relevant work orders should be submitted.
6. The agency/company/firm/organisation should be equipped with adequate, qualified and experienced manpower on rolls and infrastructure.
7. The agency/company/firm/organisation should not be blacklisted by Central or State Government or Government organisations/agency.
8. Conditional bids will be summarily cancelled.

GENERAL CONDITIONS

1. The EOI for conducting minimum 03 (three) programmes in 6 months at New Town Business Club would have to be submitted to the General Manager, New Town Business Club, Street No.90, Action Area-I, Block BE, Kolkata 700156 in a Sealed cover within the last date of submission of EOI.

2. The technical bid must be sealed in an envelope super scribing "Technical Bi" and the envelope must be placed in a third envelope super scribing **"EXPRESSION OF INTEREST FOR EMPANELMENT OF EVENT MANAGEMENT AND ORGANISATION/AGENCIES/COMPANY/ ORGANISATION"**. This envelope should be sealed and delivered to the General Manager, New Town Business Club, Street No.90, Action Area-I, Block BE, Kolkata 700156.
3. Each page of the requisite documents must be stamped and signed by the person or authorised persons submitting the bid. Any bid with any of the documents not so signed is liable to be rejected at the discretion of the Authority.
4. All bidders are hereby explicitly informed that conditional offers or offers will deviation from the conditions of engagement, the bids not meeting the minimum eligibility criteria. Bids not accompanied with any other requirements, stipulated in the notice as label to be rejected. **CONDITIONAL BID WILL NOT BE ENTERTAINED AND SHALL BE DEEMED AS "INFORMAL"**.
5. The bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof.

General Manager
New Town Business club

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Dated: 14-11-2018

Copy forwarded for information and necessary action to: -

1. The Chief 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.nkdmar.org)

General Manager
New Town Business Club

TECHNICAL BID DOCUMENTS

Mandatory details to be provided with seal and signature else tender will be rejected summarily

Sl.No.	Particulars	
1.	Name of the bidder/firm/organisation, Office Address, Telephone No., Fax No., Mobile No., E-mail. (Please attach registration certificate of the firm/organisation).	Copies shall be enclosed.
2.	Relevant Registration Certificate	Copies shall be enclosed.
3.	Valid Trade Licence	Copies shall be enclosed.
4.	PAN	Copies shall be enclosed.
5.	Experience Certificate as required.	Copies shall be enclosed.
6.	Income Tax Return for the last three years.	Copies shall be enclosed.
7.	GST Registration	
8.	All the bid documents and Corrigendum/Amendments, if any.	Signature & stamp bid document

A declaration must be submitted along with the above mentioned documents under the letter head of the bidder bearing the effect that the bidder hereby undertakes to follow all the norms s specified in the EoI.

(Name and Signature of the Bidder with stamp of the firm)