



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

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

Memo No.497/NTBC/NKDA/ADMN-017/2017(I)

Dated: 25-01-2019

NOTICE INVITING EXPRESSION OF INTEREST (EOI No. 01/NTBC/NKDA/ADMN of 2018-19

An Expression of Interest (EOI) is hereby invited by The General Manager, New Town Business Club from the bonafide, resourceful decorators-cum-Event Managers, who are registered, having good track record with experience of at least 10 years and possess a valid Trade License in their own profession for “Empanelment of Decorator for various programs in the New Town Business Club, New Town, Kolkata.”

The sealed bidding document 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.

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 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, Snooker and over and above Gym, facilities for upholding physical fitness of its members. Members are using all facilities to the maximum. In addition to these facilities the Club proposes to open Green Verge I & II for organising various programmes for citizens of New Town and Kolkata.

A. Scope of work: Various type of decorating services.

B. General Terms and conditions of Bid

1. The intending bidders have to deposit a one-time non-refundable security deposit of Rs.30,000.00 (Rupees Thirty Thousand) only for the tenure of empanelment i.e. one year, in favour of NEW TOWN KOLKATA DEVELOPMENT AUTHORITY in the form of Bank Draft/Pay Order payable at Kolkata.

2. The empanelled 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 a.m. on the next day.

5. Green land scaping, 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.

6. Cleaning and removing of waste materials after completion of the event.
7. The empanelled agency should collect all necessary statutory licences if required for the event.
8. After submitting EOI, the successful bidder will sign an agreement on a non-judicial paper with the Club authority valid for one year, the cost of which will be borne by bidder.

C. Schedule time for documentations: -

Sl.No.	Particulars	Date & Time
1.	Last date & time for submission of application.	15-03-2019 at 2-00 p.m.
2.	Pre-bid discussion	26-03-2019 at 2-00 p.m. in the office of GM, NTBC
3.	Last date & time for submission of documentation evidence like credentials as well as valid PAN/GST, Trade Licence in his own profession etc. as required.	30-03-2019 at 3.00 p.m.
4.	Date & time for empanelment of the selected candidates	10-04-2019

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 or in the office of the undersigned.

General Manager

New Town Business club

Memo No.497/1(5)/NTBC/NKDA/ADMN-017/2017(I)

Dated:25-03-2019

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