



NEW TOWN KOLKATA DEVELOPMENT AUTHORITY

(A Statutory Authority Under Government of West Bengal)

Plot No. DG/13, Premises No. D4-3333, Action Area-ID,

New Town, Kolkata - 700 156

Memo No: 8952/NKDA/NTBC/GM/2022-2023

Dated: 19-10-2022

NOTICE INVITING QUOTATION **NIQ NO. 07/GM/NKDA/NTBC of 2022-2023**

General Manager, New Town Business Club (NTBC) invites quotations (partial or as a whole) for the Year Ending Cultural Program from reliable Event Managers (preferably ISO certified) having experience in organising New Year Events in Clubs etc to include decorations, lighting, sound, provision of various artists with MC, food catering for about 1500 guests.

Part Quotations would be considered separately or cumulatively based on the combined financial effect.

Decorations

S/No	Items required	Lowest Bid	Remarks (Event Company Name)
1	Box type main gate with flex - 1no, Main stage 30'x18'x3'(h), Stage backdrop with flex 5'x10' - 2nos, "C" type 4 side truss 30'x20'x18'(h), "T" type truss - 2nos, Wooden dance floor 30'x20'x 0.5'(h), Bar and buffet area set up with masking, cover and frill, Round table with cover and frill - 25 nos, Chair with covers - 500, High table setup - 6 nos,		

Lighting and Sound

S/No	Items required	Lowest Bid	Remarks (Event Company Name)
1	Stage backdrop with LED panel 20'x10', High quality sound system with sound towers for 1500 guests, Light with intelligent light and peripheral light, Cold fire on stage with signage "WELCOME 2023", Standby gen set with fuel.		

**Live band with Singers and Lady MC
(from 8 pm to 12:30 am)**

S/No	Personnel required	Lowest Bid	Remarks (Event Company Name)
1	Eminent Male and Female singers of repute who have performed on National TV or Reality / Solo show and have been adjudged winner / runners-up or are very popular singers. (To be decided by Management), 6-piece popular live band, Lady MC who will conduct the full program		

Food Catering

S/No	Menu Requirement	Lowest Bid	Remarks (Event Company Name)
1	Buffet dinner to be served from 9:30 PM for about 1500 guests. Suggested food menu: Salad Indian Bread Mix Vegetable Chicken Curry/ Paneer Kofta Kali Dal Fried Rice Dessert: Assorted Ice Cream		

Miscellaneous.

S/No	Requirement	Bid	Remarks (Event Company Name)
1	Flex printing 6'x3' with standees – 4nos, Flex printing 5'x10' - 2nos for stage backdrop, Designing of different flexes and entry tickets, Printing of entry tickets - 2000nos, Special security personnel - 6nos.	(Lowest Bid)	
2	Arrangement of direct and indirect sponsorship and the amount thus generated. Mutually agreed percentage of maximum profit sharing between Event Manager and Club decided in presence of Sponsors.	(Highest Bid)	

3	<p>(i) There is a need to specify a bid variable by Event Managers in the NIQ submitted. Bid variable would be the sum of expenditures incurred by Event Manager minus the sponsorship accrued from various Sponsors. L1 (lowest bid) would be chosen from Event Managers having the lowest bid.</p> <p>(ii) In case of negative bid (where amount from sponsors is more than the cost incurred) the amount would be shared in the ratio of 50%:50% between Event Manager and NTBC (NKDA).</p>		
---	--	--	--

Important Dates

Pre-bid Meeting	25-10-2022 at 4:00 PM
Last date of Submission of Quotations	29-10-2022 up to 4:00 PM
Date of Opening	29-10-2022 at 6:00 PM

The sealed bidding documents in separate envelopes should be addressed to The General Manager, New Town Business Club, Block-AE, Street-90, Action Area-1A, New Town, Kolkata 700156 and must be submitted at this office address. Bids received after stipulated time and date shall be rejected summarily

Documents to be submitted:

1. Copy of valid Trade License
2. Copy of PAN Card
3. Copy of FSSAI License of Company / Agency (where required)
4. Proof of existing establishment and experience

General Conditions:

1. Conditional quotation will not be entertained and will be summarily rejected
2. The space for the program will be given only one day prior to the event and the Event manager has to vacate the venue by evening of 01 Jan 2023.
3. The successful bidder shall not transfer or sublet the space.
4. The venue shall only be used by the Event Manager for the purpose of New Year Cultural Program 2023.
5. The successful Event manager would be required to deposit a non-refundable Earnest Money of Rs. 1,10,000/- (One lakh and ten thousand only) by bank draft to New Town Kolkata Development Authority.
6. Event manager would be required to do marketing through BMS, Social Media, FM Radio, targeted WhatsApp adequately so that the target audience of 1500 is achieved. However, first preference for sale of tickets would be given to New Town Business Club members.
7. All permissions, licenses and compliances including sound limitation norms specified by WBPCB/ Courts, Copyright etc to be the responsibility of Event Manager.
8. The undersigned reserves the right to accept or to reject any or all the quotation papers without assigning any reason whatsoever and even not bound to accept the lowest quotation.
9. The selected Event Manager will have to make their own arrangements to set up the venue site for the Year ending program.

10. The selected Event Manager has to ensure that no damage would be caused to the site. In case of any damage cost of repair / replacement / restoration as would be fixed by the concerned authority would have to be borne by the selected Event Manager.

11. The selected Event manager/ Caterer would be responsible for the quality of food and New Town Business Club would not be liable in any way for any substandard product if sold.

12. In case of violation of any of the terms and conditions the tender inviting Authority or NKDA would have the right to terminate the contract forthwith without assigning any reason thereof



General Manager
New Town Business Club
for New Town Kolkata Development Authority

Memo No: 8952/1(5)/NKDA/NKDA/GM/2022-2023

Dated: 19-10-2022

Copy forwarded for information and necessary action to:

1. The Chief Executive Officer, NKDA
2. The Administrative Officer - I, NKDA
3. The Finance Officer, NKDA
4. P.A to Hon'ble Chairman, NKDA.
- ✓ 5. System Manager, NKDA for uploading on the website: www.nkdamar.org



General Manager
New Town Business Club
for New Town Kolkata Development Authority