



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. 13657/NKDA/Admn(EM-II)/1250/2023

Date: 05/03/24

Notification for intending parties for the empanelment as Event Management Agencies for Community Centres under New Town Kolkata Development Authority).

List of Community Centres along with location where hospitality is required.

- (i) Community Centre-I, Action Area-1C (Near Biswa Bangla. Gate)
- (ii) Community Centre-II, Action Area-II, Street No. 651(Near Akankha More).
- (iii) Community Centre-III at CB Market, AA-1C.
- (iv) Community Centre-IV at AC Block, Action Area-1A(Street No. 52).
- (v) Community Centre-V at CE Block, AA-1C (Street No. 234).
- (vi) The Club Banquet (NKDA Bus Terminus, 34-1111, BB Block (Street No. 165).

Description and Salient Features of these Community Centres

These Community Centre/Halls have air-conditioned space for social events and ceremonies with appropriate kitchen, room and other facilities. These are let out by NKDA through applications from general public (see <http://nkda.org>) for details.

Purpose of empanelment

For improvement and standardization of service to the user of these community halls, NKDA intends to empanel resourceful, reliable, bonafide and experienced Event Management Agencies having facilities of Caterers, decorators, electricians, florists etc.

Security provided to the empaneled Agencies

The users/consumers who intend to book the above said Community Centres from NKDA must avail hospitality service i.e. caterers, decorators,

electricians and florist from the empanelled agencies only. No other agencies barring the empaneled ones will be allowed to provide such services in NKDA Community Centres laid down it Point No.1.

Criteria for Participation

(a) The intending agencies (here-in-under called as intender for convenience) should be a registered Indian Company under “The Company Act 1956/2013” or partner firm or proprietorship Firm or LLP.

(b) The intender should have place of business within / near New Town and copy of address proof (Aadhar/GST registration certificate/Trade Licence) is to be submitted.

(c) Should have last three years of experience in relevant service as sought for within the territory of Union of India.

(d) Credential Certificate issued by the Executive Engineer or Officers 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 for.

Work Order, payment receipt and satisfactory execution of 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’ Trade Licence on Event Management from NKDA, KMC, BMC and South Dum Dum Municipality only.

(f) List of experienced technical staff with certificate holder.

(g) Should have PAN CARD, GST with Current return receipt, 3 (three) years Income Tax Return Copy & Tax audit receipt by C.A for last 3(three) years.

(h) Intending agencies should not be black listed from any organization/Govt. organization during last 5(five) years.

(i) Holder of Electrical Licence (440 volt) issued by the competent authority (Govt. Registered/Direct Government) is to be engaged by the intender and letter of engagement must be enclosed with concerned application.

The electrical work will only undergo under the supervision of EE (Electrical) of NKDA.

(j) Intenders must be financially sound with a minimum average turnover of Rs. 10 Lac (Rupees Ten Lac Only) per annum. Turn over certificate of last three financial years showing year-wise break-up of turnover, issued by a registered Chartered Accountant must be enclosed with the application. The Certificate must contained Registration No. and UDIN of the Concerned Chartered Accountant.

SCOPE OF WORK

- (a) Services of best quality to be provided to users of the Community Centres by the empanelled agencies for which it has been chosen.
- (b) The choice of the user is final in choosing the Event Management Agency. NKDA will only display /disclose the names and contract details of different empaneled agencies unbiasedly.
- (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 borne by the empaneled agency who is chosen and engaged by the user for rendering service.
- (e) Cost of any damage cussed to the property of NKDA while organising any particular event will be borne by the agencies. Non payment of demurrage charges may attract legal action. Decision of the authority is final in this regard.
- (f) Cleaning of internal area of the Community Centre will be the sole responsibility of the Event Management Agency.

FININCIAL TERMS AND CONDITIONS

- (a) An earnest money of Rs. 1, 00,000/-(Rupees One Lac) only to be deposited with NKDA and the same will be adjusted against Security Deposit.
- (b) A non-refundable empanelment fees of Rs.1, 80,000/-(Rupees One Lac eighty thousand) only to be paid by the agency for 3 (three) years for all 6(six) Community Centres on being selected for empanelment.
- (c) For each event the chosen Event Management Agency has to pay Rs.5000/-(Rupees Five thousand) only as event fee and additional Rs.5000/-(Rupees Five thousand) only towards cleaning charges to NKDA.

GENERAL TERMS AND CONDITIONS

- (a) No payment will be made to the Empaneled Event Management Agency by NKDA for any service provided to the user.
- (b) In case of any written complaint on the part of the users, after through verification of the complaint the concerned Event Management Agency may be de-panelled with forfeiture of both security deposit and empanelment fees. The decision of NKDA Authority will be final in this case.
- (c) If it is found at any stage that any Empaneled Event Management Agency booked the venues unscrupulously in the name of other persons, the Empanelment of the Agency will be instant stricked off and appropriate legal action may be taken. The decision of the NKDA Authority will be final in this regard.
- (d) No permanent structure will be allowed for any programme only portable structure will be allowed for decoration.
- (e)The empanelled agencies should collect all necessary statutory licences, if required for the Event.
- (f) The empanelled agency should collect all necessary statutory licences as required for the catering purpose.
- (g) Any damage or deformation in any form is caused, penalty will be imposed after completion of any event management.

MODE OF APPLICATION

- (1) All interested applicant can apply with all necessary documents and annexure through e-mail to ceo@nkda.in.
- or
- (2) An application along with all necessary annexure is to be submitted at the NKDA receiving section addressed to the Chief Executive Officer, NKDA, DG-13, Premised No.04-3333, Action Area – ID, New Town, Kolkata-700156.
- (3) Personal information along with contact details must be clearly furnished for further perusal on the part of the authority.
- (4) NKDA reserve the right to refuse any application without assigning a reason whatsoever. In case of cancellation no liabilities will be incurred by NKDA.
- (5) An agreement will have to be executed by you with NKDA, before start of the work, the cost of which will be borne by the applicant.
- (6) Any application containing overwriting is liable to be rejected. All correction are to be attested under the dated signature of the applicant without what the application may be informal.

Any application who do not follow any step described above shall be disqualified.


**Chief Executive Officer
New Town Kolkata Development Authority**

Memo No. **13657** /1(7)/NKDA/Admn(EM-II)/1250/2023

Date: **05/03/24**

Copy forwarded for information to:

1. Administrative Officer-I, NKDA.
2. Chief Engineer, NKDA.
3. Chief Engineer, WBHIDCO.
4. Finance Officer, NKDA.
5. Executive Engineer-V, NKDA.
6. System Manager, NKDA.
7. P A to Hon'ble Chairman, NKDA.


**Chief Executive Officer
New Town Kolkata Development Authority**