



West Bengal Housing Infrastructure Development Corporation Limited

(A Govt. of West Bengal Undertaking)

ECO PARK, GATE NO.-6, New Town, Kolkata-700156.

Telephone No. (033) 2324-6037 / 38, Fax: (033) 2324-3016

e-mail: info@wbhidco.in/wbhidcoltd@gmail.com website: www.wbhidcoltd.com

Notice for Empanelment of Decorator & Caterer for Eco Urban Village Picnic Spot, Action Area – IIB, New Town, Kolkata.

E. O. I. No. 01 of 2023-2024 of AGM (E)-II, WBHIDCO.

No. HIDCO / AGM (E) – II / AA – II / EOI – 01/ 839

Dated: 01.12.2023.

An Empanelment is hereby invited by the WBHIDCO Ltd. from the bonafide resourceful & experienced decoration & caterer having experience in similar nature of job for “Empanelment of Decorator & Caterer for Eco Urban Village Picnic Spot, Action Area – IIB, New Town, Kolkata”.

Name of Work	Security Money	Contract Period
Empanelment of Decorator & Caterer for Eco Urban Village Picnic Spot, Action Area – IIB, New Town, Kolkata.	The intending bidders have to deposit a sum of Rs.5,000.00 (Rupees five thousand) as performance guarantee as well as security deposit in favour of WBHIDCO Ltd. in the form of Bank Draft / Pay Order payable at Kolkata.	365 (three hundred sixty five) days from the date of Commencement.

(A) Criteria for Participation:-

- i) Intending bidder should have experience in any event like Marriage Ceremony / Birthday Party / Picnic etc. in last 03 (three) years with average 05 (five) lakh turnover in a year.
- ii) Participants should have experience of supply of catering / supply of food article.
- iii) Participants should have current Trade License in Decorating & Even Management from NKDA.
- iv) Should have PAN Card, Currant P. Tax Challan, GST with current return receipt, Income Tax Return Copy.
- v) List of machineries / vehicles owned or hired.
- vi) Participants must be financially sound.
- viii) Intending bidder should not be black listed from any Organization / Govt. Organization during las 05 (five) years.

B) Scope of Work: -

- i) Supply of D. G. Back up and necessary cabling.
- ii) Supply of chair and tables in the Eco Urban Village.
- iii) Supply of materials for erection of small stalls over a layer of carpet on the floor.
- iv) Supply of buffet table and chair for any programme.

- v) Supply and erection of gates, stalls, outside the Eco Urban Village block but within or in front of the Eco Urban Village Premises.
- vi) Placement of any banners and stand within the in the premises.
- vii) Provision for extra lighting outside the Eco Urban Village with D. G. set arrangements if required.

C) General Terms & Conditions of Bid

- i) The intending bidders have to deposit a sum of Rs.500.00 (Rupees five hundred) only as application money (Non-Refundable) in favour of WBHIDCO Ltd. in the form of Bank Draft / Pay Order payable at Kolkata.
- ii) Only the successful empaneled agency may have converted his application money to the performance guarantee for the first one year only. Then afterwards on satisfactory completion of work duly approved by the EIC have to be deposited further performance guarantee in a tune Rs.5,000.00 (Rupees five thousand) (Non-Refundable) for next year and onwards.
- iii) The empaneled agencies will have no objection / claim for any event conducted by WBHIDCO or any other Govt. agencies of their own.
- iv) The empaneled agencies should have prior knowledge about the Eco Urban Village and its facilities for even management parties / programme. Installed of different type of stalls etc.
- v) The kitchen for this purpose and the food has to be served by caterer. However, kitchen provision has been kept.
- vi) No permanent structure will be allowed for any event management programmed. Only portable structure will be used for decoration and that should be removed out of Eco Urban Village after each and every event by 8 AM on the next day.
- vii) Green landscaping, pathway, structure of Eco Urban Village and all other facilities available should not be damaged in any form. Penalty will be imposed if such damage or deformation is noticed after completion of any event management programme / Interior decorating works.
- viii) Cleaning and removing of waste materials including Kitchen waster from Eco Urban Village after completion of the event.
- ix) The ambience of the Eco Urban Village with gardening area and fountains with waterbody will not be at any cost should be damaged / disturbed during the event management programme / Interior works for stalls etc. If any damaged occurs, then the cost will be deducted as penalty form the performance guarantee or to be paid by empaneled event management / decorators / agency fixed by the authority of WBHIDCO.
- x) The empaneled agency should collect all necessary statutory licensed if required for the event.
- xi) The empaneled agency should collect all necessary statutory licenses as required for the catering purpose.

D) Schedule time for documentations: -

- i) Last date & time for receiving application with Credential for empanelment 15.12.2023 upto 2.00 PM.
- ii) The sealed cover application would be deposit in the office of the Eco Park, Gate No.-6, New Town, Kolkata.
- iii) WBHIDCO reserves the right to refuse permission to any applicant without assigning a reason whatsoever. In case of cancellation, no liabilities will be incurred by WBHIDCO.
- iii) Validity of empanelment will be only for 03 (three) years. However, depending on satisfactory performance may be extended for another terms on the same terms & conditions on mutual basis.
- iv) An agreement will have to be executed by you with WBHIDCO Ltd. before start of the work, the cost of which will be borne by the Participants.

- v) Any participant bidder not following the steps in submitting their bid / offer as described in this Para shall be disqualified.
- vi) Any bid / offer containing over writings 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.
- vii) For any other details please visit over [website:www.wbhidcoltd.com](http://www.wbhidcoltd.com) or in the officer of the undersigned.

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Addl. General Manager [Engg.] - II
WBHIDCO

No. HIDCO / AGM (E) – II / AA – II / 839 / 1 (4)

Dated 01.12.2023.

Copy forwarded to: -

- 1) The Engineer in Chief, WB HIDCO.
- 2) The Chief Engineer, WB HIDCO.
- 3) The Chief Finance Officer, WB HIDCO.
- 4) The Notice Board.

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Addl. General Manager [Engg.] - II
WBHIDCO