

# **West Bengal Housing Infrastructure Development Corporation Limited**

(A Government of West Bengal Undertaking)

HIDCO BHABAN, 35-1111 MAR, Near 3<sup>rd</sup> Rotary, New Town, Kolkata-700156.

Memo No: 63/HIDCO/AGM (E)-III/11

Dated: 26/04/2023

## **[NOTICE for Empanelment of decorator and caterer for Dhana Dhanya auditorium complex in Alipore, Kolkata]**

An Empanelment is hereby invited by the WB HIDCO Ltd., from the bonafide, resourceful and experienced decorators and caterer having experience in similar nature of job for “**Empanelment of Decorators and Caterer for various type of programme in Dhana Dhanya Auditorium, Alipore, Kolkata.**”

### **A) Criteria for Participation:-**

1. Intending bidder should have experience in any event like fair/exhibition/seminar etc. in last 3 years with average 1 crore turnover in a year.
  - a) Bidder should have satisfactory certification of supply of catering/supply of food article. Minimum experience in last 3 years.
2. Bidder should have current Trade license in Decorating & Event Management from KMC.
3. Should have PAN Card currant P. Tax challan, GST with current return receipt, 3 year Income Tax return copy, and Tax audit report by C.A. for last 3 years.
4. List of experienced technical staff with HM certification holder.
5. List of machineries/vehicles owned or hired.
6. Bidder must be financially sound.
7. Intending bidder should not be black listed from any Organization/Govt. Organization during last 5 (five) years.

### **B) Scope of work:-**

1. Supply of LED in the main Auditorium of Dhana Dhanya Auditorim with D.G back up and necessary cabling.
2. Supply of banquet chair and tables in the banquets.
3. Supply of materials for erection of small stalls made up with SYMA and OPTONUM over a layer of carpet on the floor.
4. Supply of buffet table and chair for any programme.
5. Supply and erection of gates, stalls, outside the auditorium complex block but within or in front of the auditorium premises.
6. Placement of any banners and standy within the building in the premises.
7. Provision for extra lighting outside the main auditorium block with D.G set arrangements.

### **C) General Terms & Conditions of Bid**

1. The intending bidders have to **deposit a sum of Rs.50,000.00** (Rupees Fifty Thousand) only as application money (Non-Refundable) in favour of WB HIDCO Ltd. in the form of Bank Draft/Pay Order payable at Kolkata.
2. Only the successful empanelled agency may 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 of Rs. 50,000/= (None Refundable) for next year and onwards.
3. The empanelled agencies will have no objection /claim for any event conducted by WB HIDCO or any other Govt. agencies of their own.
4. The empanelled agencies should have prior knowledge about the Auditorium Complex and its facilities for event management parties / programme. Installed of different type of stalls etc.
5. The kitchen for this purpose and the food has to be served by caterer. However, provision has been kept for warming of food in the Auditorium Complex.
6. 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 of Auditorium Complex after each and every event by 8 A.M on the next day.
7. Green land scaping, pathway, structure of Auditorium Complex 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. / Interior decorating works.

8. The empanelled event manager shall have to pay (i) For any programme Rs.5,000.00 (ii) For supply of LED Rs.10,000.00 (iii) For supply of extra sound system in Auditorium Rs.10,000.00 (iv) supply of food Rs.50.00 per plate in favour of WB HIDCO Ltd. in the form of Bank Draft/Pay Order payable at Kolkata.
9. Cleaning and removing of waste materials including Kitchen waste from Auditorium Complex after completion of the event.
10. The ambience of the Auditorium Complex will not be at any cost should be damaged / disturbed during the event management programme/ Interior works for stalls etc. If any damage occurs then the cost will be deducted as penalty from the performance guarantee or to be paid by the empanelled event management /decorators/agency fixed by the authority of WB HIDCO.
11. The empanelled agency should collect all necessary statutory licenses if required for the event.
12. The kitchen used by the caterer for catering purpose have to be deposited @Rs.25.00 per head to the WB HIDCO Ltd. and the food has to be served by caterer. However, provision has been kept for warming of food in the Dhana Dhanya Auditorium.
13. The empanelled agency should collect all necessary statutory licenses as required for the catering purpose.

**C) Schedule time for documentations:-**

Last date & time for receiving application with Credential for empanelment. : **26.06.2023 upto 2.00 P.M**

The sealed cover application would be deposit in the office of the Manager, Dhana Dhanya Auditorium Complex, Alipore, Kolkata.

(D) WB HIDCO reserves the right to refuse permission to any applicant without assigning a reason whatsoever. In case of cancellation, no liabilities will be incurred by WB HIDCO.

E) Validity of empanelment will be only for 3 (three) years. However, depending on satisfactory performance may be extended for another terms on the same terms & conditions on mutual basis.

F) An agreement will have to be executed by you with WB HIDCO Ltd. before start of the work, the cost of which will be borne by you.

**Any participant bidder not following the steps in submitting their bid / offer as described in this Para shall be disqualified.**

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.

For any other details please visit over website: [www.wbhidcoltd.com](http://www.wbhidcoltd.com) or in the office of the undersigned.

Addl. General Manager (Engg)-III  
WB HIDCO

No:63/(13)/HIDCO/AGM (E)-III/11/dtd-26.04.2023

**Copy to :**

1. Engineer-in-Chief, WB HIDCO.
2. Joint Managing Director, WB HIDCO.
3. Chief Engineer (Civil), WB HIDCO.
4. Chief Finance Officer, WB HIDCO.
5. General Manager (Engg)-I, WB HIDCO.
6. General Manager (Engg)-II, WB HIDCO.
7. Addl. General Manager (Engg)-II & IV, WB HIDCO.
8. Curator, Alipore Museum.
9. General Manager (Admn), WB HIDCO.
10. Manager, Dhana Dhanya Auditorim.
11. Sr. P.S to Chairman, WB HIDCO
12. Sr. Accountant, WB HIDCO.
13. Notice Board.

Addl. General Manager (Engg.)-III,  
WB HIDCO

