

**KOLKATA PORT TRUST**  
**15, Strand Road,**  
**Kolkata – 700 001**

General Administration Department

No.Admn/4609/A/15-16

Dated : 08.07.2016.

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Dear Sirs,

**Sub : Tender for design of the ‘Cover of Administrative  
Report for the year 2015-16’  
(Tender No.Admn/T/147 dated 08.07.2016)**

Sealed quotations in two parts are invited from the empanelled Advertising Agencies under KoPT’s Public Relations division for designing the ‘Cover of Administrative Report for the year 2015-16. Specifications of the cover are furnished below :-

Sl. No.	Items	Description
1.	Size	11.2”x 18” (including spine)
2.	Delivery Period	Soft copy of the designs ( in bi-lingual (Hindi-English)] using standard tools, will have to be submitted within 7 days from the date of receipt of Work Order.
3.	Liquidated Damage	If the designs are not supplied within the aforesaid delivery period, Liquidated Damage (LD) @1/2% of the total value of the Work Order will be deducted for delay in delivery of every week or part thereof, subject to deduction of maximum 10% of the total value of the Work Order, from the bill of the contractor.

2. Sample design / art work with or without photograph (colour or black & white) for printing by offset process should be enclosed with the techno-commercial part of your quotation. Without sample design / art work (hard copy), no quotation would be considered. The price quoted must be all inclusive. Availability of tender documents from 12.07.2016 to 26.07.2016, (upto 14-00 hrs.) pre-bid meeting at 15-00 hrs on 26.07.2016.

3. The tender must be submitted in sealed cover superscribed 'Tender for design of the Cover' for Administrative Report for 2015-16 and put in the Tender Box bearing the same superscription kept for the purpose, in the office of the Administration Dept., by 14-00 hours on 28.07.2016. The manner of submission of tenders shall be as detailed below :

i) The tender must be submitted in two parts, both under separate sealed covers duly superscribed "Price Bid" & "Techno-commercial Bid" and both the sealed covers should be kept within the main sealed cover superscribed "Tender for design of the 'Cover' for Administrative Report for 2015-16.

ii) The sealed cover superscribed "**Price Bid**", should contain only the duly signed, stamped & completely filled-in Rate Schedule.

iii) The sealed cover superscribed "**Techno-commercial Bid**" should contain the following :-

a) A separate forwarding letter indicating **unconditional** acceptance of KoPT's Terms & Conditions in full.

b) Signed & stamped copy of this NIT (i.e.each page of the NIT needs to be signed & stamped by the tenderer) **including cancelled, blank Rate Schedule** i.e.without any price.

c) Sample design / art work with or without photograph (colour or black & white) [hard copy].

d) Supporting documents regarding tenderer's experience towards successful execution of similar printing jobs.

Tenderers may note that non-submission of any of the aforesaid documents / non-fulfilment of any of the aforesaid criteria, might lead to disqualification of their offers.

4. The techno-commercial part of the tender will be opened at **15-00 hours** on **28.07.2016** at the Conference Room of KoPT Head Office. Price bids of the techno-commercially qualified tenderers only, will tentatively be opened at **15-00 hours** on **29.07.2016** at the Conference Room of KoPT Head Office. You may be present during opening of the tenders, if you so desire.

Secretary

**KOLKATA PORT TRUST**

**Kolkata Dock System**

GENERAL ADMINISTRATION DEPARTMENT

**TENDER NO:ADMN/T/147 Dated 08.07.2016**

**RATE SCHEDULE**

<b>Sl.No.</b>	<b>Description</b>	<b>All inclusive lump sum charges (in Rs.)</b>
A	B	C
1.	Design of the 'Cover' of the Administrative Report for 2015-16 [ <b>in bi-lingual (Hindi-English)</b> ]	

\_\_\_\_\_  
(Office Stamp of the tenderer)

\_\_\_\_\_  
Signature of the tenderer

Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of the witness

Dated \_\_\_\_\_

Address