

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

General Administration Department

No.Admn/4609/A/16-17

Dated : 13.07.2017.

To

Dear Sirs,

**Sub : Tender for design of the ‘Cover of Administrative
Report for the year 2016-17’
(Tender No.Admn/T/155 dated 13.07.2017)**

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 2016-17’. 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 13.07.2017 to 27.07.2017, (upto 14-00 hrs.) pre-bid meeting at 1500 hrs on 27.07.2017.

3. The tender must be submitted in sealed cover superscribed 'Tender for design of the Çover' for Administrative Report for 2016-17 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 07.08.2017. 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 'Çover' for Administrative Report for 2016-17.

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 KoP)T'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 **12-00 hours** on **08.08.2017** at the Conference Room of KoPT Head Office. Price bids of the techno-commercially qualified tenderers only, will tentatively be opened on the same day i.e; **08.08.2017** 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/55 Dated 13.07.2017

RATE SCHEDULE

Sl.No.	Description	All inclusive lump sum charges (in Rs.)
A	B	C
1.	Design of the 'Cover' of the Administrative Report for 2016-17 [in bi-lingual (Hindi-English)]	

(Office Stamp of the tenderer)

Signature of the tenderer

Date _____

Address _____

Signature of the witness

Dated _____

Address