

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

General Administration Department

NIQ No.PR/19/Calendar(desk)/2017-18

Dated: 13.11.2017

Sub: Design, production and printing of desk  
calendars of Kolkata Port Trust for the  
year 2018  
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Sirs,

Sealed quotations are invited from Kolkata Port Trust empanelled advertising agencies in connection with design, production and printing of desk calendars of Kolkata Port Trust for the year 2018 by 12 noon of 21<sup>st</sup> November, 2017 as per the following specifications:-

1.	Size	: 10" (H) x 8" (W) – finished size
2.	Quantity	: 1,000
3.	Quality of Paper	: 250 GSM imported Art paper Mat finish
4.	Colour	: Six pages on 4 colour and one fly leaf is also on 4 colour
5.	Number of pages	: 6 pages + 1 page fly leaf
6.	Printing process	: 4 colour offset process in both sides
7.	Name of the scanner & printer	: Name of the scanner and name of the printer must be indicated by the quotationers and they should be reputed on the line
8.	Theme	: 150 <sup>th</sup> birth anniversary of Sister Nivedita
9.	Binding	: Metal wire 'O' with 1.5 mm hard board stand. In this connection, sample of wire-o-binding must be submitted by the quotationer.
10.	Impression	: The dates, months, logo etc. of the calendars must be prominent and distinctly visible from a reasonable distance.
11.	Envelope	: Matching envelope in single colour printing on 120 GSM Maplitho paper
12.	Delivery	: Delivery of calendars should start on 15 <sup>th</sup> December, 2017 and is to be completed by 22 <sup>nd</sup> December, 2017.
13.	Schedule	: Delivery of calendars of Kolkata Dock System is to be made at different departments of KDS and some at the office of Sr. Public Relations Officer at KoPT Head Office or as per final direction of the concerned public relations executive and delivery of calendars for Haldia Dock Complex is to be made at Administrative Building of HDC, Haldia.

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14.	Price	:	The price of desk calendar including design, production and printing as a whole should be given with break-up along with unit cost.
15.	Payment	:	Payment will be made as per KoPT's payment terms.

For the benefit of evaluation and wholesome comparison, you are requested to comply with the terms and conditions as itemized below:-

- a) Quotations must be submitted in two separate sealed covers with inscription, one for 'Techno-Commercial Bid' and the other for 'Price Bid'. The 'Techno-Commercial Bid' must contain the theme and design of the calendar.
- b) If the quotation does not consist of the above details, the offer may stand as cancelled.

In this regard, your offer should reach the office of Sr. Public Relations Officer, Kolkata Port Trust by 12 noon of 21<sup>st</sup> November, 2017.

The quotation will be opened at 2 p.m. on 21<sup>st</sup> November, 2017 in the office of Sr. Public Relations Officer and, accordingly, the appropriate representative of the quotationer is requested to be present for interaction with the members of the Committee in the above-mentioned date and time. Mention may be made here that the Price Bid of only those bidders will be opened whose Techno-Commercial Bid will be found to be accepted.

Kolkata Port Trust reserves the right to accept or reject the whole or any part of your quotations without assigning any reason thereof.

Regards,

Yours faithfully,

Sr. Public Relations Officer

**List of Kolkata Port Trust empanelled advertising agencies**

Sl. No.	Name of the Advertising Agency	Office Address
1	Advertising Bureau & Consultants	1B, Raja Subodh Mullick Square, Kolkata – 700 013.
2	ECW Publicity Pvt. Ltd.	7/1C, Lindsay Street, Kolkata – 700 087.
3	Sanket Communications Pvt. Ltd.	Karnani Mansion, 2 <sup>nd</sup> Floor. Room No.207, 25A, Park Street, Kolkata – 700016.
4	Adunique76	P-29, CIT Road, Kolkata – 700 014.
5	Perfect 10 Advertising	7, Ganesh Chandra Avenue, 5 <sup>th</sup> Floor, Kolkata – 700 013
6	Sobhagya Advertising Service	91B, Chowringhee Road, Kolkata – 700 020.