

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

General Administration Department

NIQ No.PR/13/Exhibition/2018-19
2018

Dated: 24th December,

Sirs,

Sub: Kolkata Port Trust participation in Domestic
RBSM during India Rubber Expo 2019 at Bombay
Exhibition Centre, NESCO, Goregaon East,
Mumbai from 17th to 19th January, 2019

Sealed quotations are invited from KoPT empanelled advertising agencies for design and decoration of Kolkata Port Trust stall including production of exhibition materials in Domestic RBSM during India Rubber Expo 2019 at Bombay Exhibition Centre, NESCO, Goregaon East, Mumbai from 17th to 19th January, 2019 along with a befitting drawing of the stall revealing design and the placement of exhibits including story-boards, photographs etc. Since built-in structured stall will be allotted, inner exquisite presentation of comparative excellence will get higher weightage and consideration.

Quotation must be submitted in two separate sealed covers – one for Price Bid and the other for Techno-Commercial Bid by 12 noon of 31st December, 2018.

The Techno-Commercial Bid will consist of the items as itemized below:-

- 1) The theme of the stall: Competitive advantage of Kolkata Port including relationship between Kolkata Port and Rubber Industries and their products.
- 2) Befitting drawing as per guideline.
- 3) Details of external and internal design of the stall including exhibits with story boards, photographs, etc. (as per requirement).
- 4) Front fascia should be exquisitely attractive and should reveal decorative marvel.
- 5) Acceptance of KoPT's specifications and terms and conditions should be clearly mentioned in the offer.

In connection with submission of the above quotation the following specifications/ information may be noted for necessary action.

1. The size of the pavilion: 9 sq. mtrs.
2. The successful tenderers will be responsible for:-
 - i. Design, decoration of the stall
 - ii. Production and placement of exhibition materials should include story-boards, photographs etc.
 - iii. Decorative lamp shades should be used inside the stall.
 - iv. Illumination of the inside and fascia of the stall etc.

Cont'd.....P/2

- v. Floral decoration of the stall.
- vi. Arrangement of 42" LED TV for multi-media presentation.
- vii. The appropriate representatives of the firm should be present to maintain and look after the stall befittingly before the inauguration and during the period of exhibition.
- viii. Production of two types (500 copies each) small and elegant leaflets of artistic grandeur delineating latest perspectives of Kolkata Port.
- ix. The successful tenderer shall provide one bright receptionist
- x. Three sides walling may be made by wooden frame and will be cover by flex consisting of story boards, photographs etc..
- xi. Glass top round table with SS chairs to be provided inside the stall.
- xii. SS rack to be provided for displaying leaflets/brochures inside the stall.
- xiii. KoPT will provide models/other items which have to be transported and fixed in the stall and brought back to KoPT.
- xiv. Any other items which is not mentioned above.

Terms and conditions

- i) Period of completion – The stall must be completed in all respects before the inauguration of the exhibition i.e. by the night of 16th January, 2019.
- ii) Kolkata Port Trust may impose penalty for non-functioning/unsatisfactory functioning of the stall.
- iii) After the closure of the exhibition, all display materials will become the property of Kolkata Port Trust which will be dismantled by you and accordingly all the materials must be deposited to the exhibition room of Kolkata Port Trust within 10 days after the closure of exhibition.

Payment Terms:

Payment will be made as per KoPT's terms and conditions.

Your rates will be inclusive of all taxes and charges including cost of materials, transportation of materials, cost of labour etc.

Your offer consisting of Techno-Commercial Bid and the Price Bid must be submitted to the Office of Public Relations by 12 noon of 31st December, 2018.

The quotation will be opened at 2 p.m. on 31st December, 2018 in the office of Public Relations of General Administration Department and, accordingly, the appropriate representative of the quotationer is requested to be present for interaction on 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 have the rights to reject total parts or any part of the offer without assigning any reason thereof.

Thanking you,

Yours faithfully,

Sr. Asst. Secretary (PR)

List of Kolkata Port Trust empanelled advertising agencies

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