

KOLKATA PORT TRUST
15, Strand Road
Kolkata-700 001

General Administration Department

Dated:

No. Admn/4609/A/14-15

Dear Sirs,

Sub: **Tender for design of the 'Cover' of Administrative Report for the year 2014-15'**
(Tender No. Admn/T/143 dated 10.06.2015)

Sealed quotations in two parts are invited from the enlisted printer & binder under KoPT's Materials Management Department, Advertising Agencies under KoPT's Public Relations division for designing the 'Cover' of 'Administrative Report for the year 2014-15'. 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) @ ½ % 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 10.06.2015 to 25.06.2015, pre-bid meeting at 1500 hrs on 26.06.2015.

3. The tender must be submitted in sealed cover super scribed “**Tender for design of the ‘Cover’ for Administrative Report for 2014-15**” and put in the Tender Box bearing the same superscription kept for the purpose, in the office of the Administration Dept, by **16-00** hours on **29.06.2015**. 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 2014-15.

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

i) The sealed cover superscribed “**Techco-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-fulfillment 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 **16-30 hours** on **29.06.2015** 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 **02.07.2015** at the Conference Room of KoPT Head Office. You may be present during opening of the tenders, if you deem fit.

Secretary

KOLKATA PORT TRUST
Kolkata Dock System

GENERAL ADMINISTRATION DEPARTMENT
TENDER NO : ADMN/T/143 Dated 10.06.2015

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 2014-15 [in bi-lingual (Hindi-English)].	

(Office Stamp of the tenderer)

Signature of the tenderer

Date _____

Address _____

Signature of the witness

Date _____

Address