

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

(Formerly KOLKATA PORT TRUST)

GENERAL ADMINISTRATION DEPARTMENT

TENDER NO: Admn/T/ 174 DATE: 05.07.2022

TENDER DOCUMENTS & SPECIFICATIONS

FOR

DESIGN FOR THE COVER OF

ADMINISTRATIVE REPORT, SMPK

FOR 2021-2022

LAST DATE OF SUBMISSION-	UPTO 15-00 HOURS ON 29.07.2022
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General Administration Dept.
15,Strand Road,
Kolkata-700001

SYAMA PRASAD MOOKERJEE PORT, KOLKATA (SMPK)

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SYAMA PRASAD MOOKERJEE PORT, KOLKATA

GENERAL ADMINISTRATION DEPARTMENT (GAD)

TENDER NOTIFICATION

TENDER NO: Admn/T/174 Date: 05.07.2022

**Subject: Submission for Design for the Cover of
Administrative Report, SMPK for 2021-2022.**

Sealed quotations in two parts are invited from the empanelled Advertising Agencies under SMPK's Public Relation Division for designing the Cover of Administrative Report of SMPK for the year 2021-2022. Specifications of the cover are furnished below:-

SI No.	ITEMS	DESCRIPTION
1.	Size	11.2" x18" (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% (it should be 1%) 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 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 Bid/Tender. Without sample design/art work (to be submitted in hard copy) no quotation would be considered. The price quoted must be all inclusive.

3. The Tender must be submitted in sealed cover superscripted "**Tender for design of the cover for Administrative Report, SMPK, for 2021-2022**" and put in the Tender Box bearing the same superscription kept for the purpose in the office of the GAD by 14-00 hours on 29.07.2022 The manner of submission of tender shall be as detailed below.

(3)

i) The tender must be submitted in two parts, both under separate sealed covers duly superscripted "Price Bid" & "Techno-commercial Bid" and both the sealed covers should be kept within the main sealed cover superscripted "Tender for design of the cover for Administrative Report, SMPK, for **2021-2022**."

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

iii) The sealed cover superscripted "**Techno-Commercial Bid**" should contain the following:-

a) A separate forwarding letter indicating **unconditional** acceptance of the tender of SMPK's Terms and 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** (enclosed) i.e without any indication of price.

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

d) Supporting documents regarding tenderer's experience towards successful execution of similar jobs for designing of covers of Books/Reports etc. 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 offer.

4) The techno-commercial part of the tender will be opened at **15-00** hrs on 29.07.2022 at the Conference Room of SMPK Head Office. Envelopes containing Price Bid of the firms whose sample design of the cover will be selected, will only be opened at a later date. The date of opening of Price Bid will be intimated accordingly. The tenderer, if so desires, may be present during the opening of the tenders.

SECRETARY (I/C)

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SYAMA PRASAD MOOKERJEE PORT, KOLKATA

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GENERAL ADMINISTRATION DEPARTMENT

TENDER NO: Admn/T/ 174 DATE: 05.07.2022

RATE SCHEDULE

SI No.	DESCRIPTION	ALL INCLUSIVE LUMP SUM CHARGES (RS)
A	B	C
1.	Design of the "Cover" of the Administrative report for 2021-2022[in bi-lingual(Hindi-English)]	

(Office Stamp of the Tenderer)

Signature of the Witness

Signature of the Tenderer

Date.....

Date

Address.....

Address.....

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