

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

(Formerly KOLKATA PORT TRUST)

GENERAL ADMINISTRATION DEPARTMENT

TENDER NO: Admn /T/ 183 DATE 04.07.2023

**DESIGN FOR THE COVER OF
ADMINISTRATIVE REPORT OF SYAMA PRASAD MOOKERJEE PORT, KOLKATA
FOR THE YEAR- 2022-2023**

LAST DATE OF SUBMISSION-	UPTO 15-00 HOURS ON 28.07.2023
---------------------------------	---------------------------------------

General Administration Dept.
15, Strand Road,
Kolkata-700001

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

(2)

SYAMA PRASAD MOOKERJEE PORT, KOLKATA
GENERAL ADMINISTRATION DEPARTMENT (GAD)

TENDER NOTIFICATION

TENDER NO: Admn/T/ 183 Date: 04.07.2023

Subject: "Submission for Design for the Cover of Annual Administrative Report, of SMPK for 2022-2023".

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 2022-2023. Specifications of the cover are furnished below:-

Sl 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 (one) % 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 photograph & **G-20 logo** (Colour) 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, of SMPK, for 2022-2023**" 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 **28.07.2023**. 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 2022-2023.**"

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).

c) Sample design/art work with photograph of **G-20 logo** (colour) [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 **28.07.2023** at the Conference Room of SMPK Head Office. Envelope 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

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

(Formerly KOLKATA PORT TRUST)

GENERAL ADMINISTRATION DEPARTMENT

TENDER NO: Admn/T/ 183 Date: 04.07.2023

RATE SCHEDULE

SI No.	DESCRIPTION	ALL INCLUSIVE LUMP SUM CHARGES (RS)
A	B	C
1.	Design of the cover for Administrative Report, of SMPK, for 2022-2023" [in bi-lingual(Hindi-English)]	

(Office Stamp of the Tenderer)

Signature of the Witness

Signature of the Tenderer
Date.....

Date
Address.....

Address.....
.....