

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

General Administration Department

NIQ No.PR/19/Calendar(Single page)/2015-16

Dated: 23.11.2015

Sub: Design, production and printing of single
page wall calendars of Kolkata Port Trust
for the year 2016

Sirs,

Sealed quotations are invited from KoPT empanelled advertising agencies in connection with design, production and printing of single page wall calendars of Kolkata Port Trust for the year 2016 by 4 p.m. of 2nd December, 2015 as per the following specifications:-

1.	Size	:	19" x 29"
2.	Quantity	:	8,500
3.	Quality of Paper	:	170 GSM Indian Art Paper (Glossy)
4.	Colour	:	Four colours
5.	Number of page(s)	:	One
6.	Printing process	:	Offset printing
7.	Name of the scanner & printer	:	Name of the scanner and name of the printer must be indicated by the quotationer and they should be reputed on the line.
8.	Theme	:	Depiction of Kaleidoscopic moods of the port city of Kolkata through photos over decades.
9.	Binding	:	Tin mounting at the top and bottom.
10.	Impression	:	The dates, months, logo etc. of the calendars must be prominent and distinctly visible from a reasonable distance.
11.	Delivery	:	Delivery of calendars should start on 18 th December, 2015 and is to be completed by 23 rd December, 2015.
12.	Schedule	:	Delivery of calendars of Kolkata Dock System is to be made directly to different departments at KoPT Head Office and operational areas as per list and delivery of calendars for Haldia Dock Complex is to be made at Administrative Building of Haldia Dock Complex, Haldia.

Cont'd.....P/2

13.	Price	:	The price of calendar including design, production and printing as a whole should be given with break-up along with unit cost.
14.	Payment	:	Payment will be made as per KoPT's 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 on 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 4 p.m. of 2nd December, 2015.

The quotation will be opened at 12 noon on 3rd December, 2015 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

Cont'd.....3

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	Progressive Publicity Service	16/3, Gariahat Road, Kolkata – 700 019.
3	ECW Publicity Pvt. Ltd.	7/1C, Lindsay Street, Kolkata – 700 087
4	Adunique76	P-29, CIT Road, Kolkata – 700 014.
5	Sanket Communications Pvt. Ltd.	Karnani Mansion, 2 nd Floor. Room No.207, 3A, Park Street, Kolkata – 700016.
6	Publicity Forum	S. B. Mansion, 16, R.N. Mukherjee Road, Kolkata – 700 001.