

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

General Administration Department

No.PR/13/Exhibition/2015-16

Dated: 2<sup>nd</sup> March, 2016

Sirs,

Sub: Kolkata Port Trust participation in the Maritime India Summit 2016, an initiative of Ministry of Shipping, Govt. of India at Bombay Convention & Exhibition Centre, Mumbai from 14<sup>th</sup> to 16<sup>th</sup> April, 2016

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Sealed quotations are invited from KoPT empanelled advertising agencies for decoration of Kolkata Port Trust stall including production of exhibited materials in the Maritime India Summit 2016, an initiative of Ministry of Shipping, Govt. of India at Bombay Convention & Exhibition Centre, Mumbai from 14<sup>th</sup> to 16<sup>th</sup> April, 2016 along with a mock-up model/befitting drawing of the shell space revealing design and the placement of exhibits including story-boards, photographs etc. Since built-in structured shell 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 4 p.m. on 11<sup>th</sup> March, 2016.

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

1. The theme of the stall: Potential business opportunities at Kolkata Port.
2. Mock-up model/befitting drawing as per guideline.
3. Details of internal design of the stall with storylines.
4.
  - i) All walls may be made of section wood 2" x 2" framing with 12 mm board which can carry weight of backlit boxes. Lamination or vinyl may be pasted on wall.
  - ii) Outside walls may be made of 4 mm ply covered by mural printed on flex.
  - iii) 10 story boards (5' x 3') and one mural (8' x 5') in vinyl /flex are to be made.
    - a) 8 story boards (5' x 3') should be frontlit.
    - b) 2 story boards (5' x 3') and one mural (8' x 5') should be backlit.
  - iv) False ceiling 1' all through with lamination/acrylic emulsion finish.
  - v) 8 mm glass top round table with SS chairs or bar stools inside pavilion.
  - vi) SS rack inside pavilion.
  - vii) Lighting arrangement in backlit boxes – tube lights & wiring.
  - viii) Lighting arrangement in false ceiling as per requirement.
5. Front fascia should be exquisitely attractive and should reveal decorative marvel.
6. KoPT will provide models which have to be transported and fixed in the stall and brought back to KoPT.
7. Acceptance of KoPT's specifications and terms and conditions should be clearly mentioned in the offer.

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

1. The size of the pavilion: 24 sq. mtrs.
2. The successful tenderers will be responsible for:
  - i. Design, decoration of the stall
  - ii. Production and placement of exhibited materials should include story-boards, photographs, murals and painting.
  - iii. Decorative lamp shades should be used inside the stall.
  - iv. Illumination of the total stall both inside and outside.
  - v. Arrangement of LED TV and Laptop for multi-media presentation.
  - vi. 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.
  - vii. Production of 1,000 copies of small and elegant leaflets of artistic grandeur delineating latest perspectives of Kolkata Port.
  - viii. The successful tenderer shall provide one bright receptionist.

**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 13<sup>th</sup> April, 2016.
- 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 including service tax 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 4 p.m. on 11<sup>th</sup> March, 2016.

The quotation will be opened at 12 noon on 14<sup>th</sup> March, 2016 in the office of Sr. Public Relations Officer 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. Public Relations Officer

**List of Advertising agencies to whom enquiries were sent**

Sl No.	Name of the Advertising Agency
1	M/s. Advertising Bureau & Consultants
2	M/s. Adunique 76
3	M/s. ECW Publicity Pvt. Ltd.
4	M/s. Progressive Publicity Service
5	M/s. Publicity Forum
6	M/s. Sanket Communications Pvt. Ltd.