

KOLKATA PORT TRUST

General Administration Department

No.PR/11/GP/2016-17

Dated: 22nd November, 2016

Sub: Design, production and printing of
Greetings card with matching envelope for
the year 2017

Sirs,

Sealed quotations are invited from KoPT empanelled advertising agencies in connection with design, production and printing of Greetings card with matching envelope for the year 2017 by 12 noon of 25th November, 2016 as per the following specifications:-

1.	Size	:	7" x 5" (finish) (open size 14" x 5")
2.	Quantity	:	2,800
3.	Quality of Paper	:	240 GSM Texture Board
4.	Colour	:	4 colours
5.	Printing process	:	Offset printing
6.	Envelope	:	90 GSM Maplitho Paper in one colour printing
7.	Theme	:	Depiction of significant humanitarian achievements of Mother Teresa in the Port City of Kolkata over the decades.
8.	Price	:	The price of Greetings card including design, production and printing as a whole should be given all inclusive.
9.	Schedule	:	Delivery of greetings card of Kolkata Dock System is to be made directly to office of Sr. Public Relations Officer at KoPT Head Office and delivery of greetings card for Haldia Dock Complex is to be made at Administrative Building of Haldia Dock Complex, Haldia.
10.	Payment	:	Payment will be made as per KoPT's payment terms

In this regard, your offer should reach the office of Sr. Public Relations Officer, Kolkata Port Trust by 12 noon of 25th November, 2016.

The quotation will be opened at 3 p.m. on 25th November, 2016 in the office of Sr. Public Relations Officer.

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

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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	ECW Publicity Pvt. Ltd.	7/1C, Lindsay Street, Kolkata – 700 087.
3	Sanket Communications Pvt. Ltd.	Karnani Mansion, 2 nd Floor. Room No.207, 25A, Park Street, Kolkata – 700016.
4	Adunique76	P-29, CIT Road, Kolkata – 700 014.
5	Perfect 10 Advertising	7, Ganesh Chandra Avenue, 5 th Floor, Kolkata – 700 013
6	Sobhagya Advertising Service	91B, Chowringhee Road, Kolkata – 700 020.