

SYAMA PRASAD MOOKERJEE PORT, KOLKATA (SMPK)

Kolkata Dock System

15, Strand Road

Kolkata – 700 001

General Administration Department

No. Admn/4609/A/2020-21

Dated: 29.06.2021.

To

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Dear Sirs,

**Sub: Tender for design of the ‘Cover of Administrative
Report for the year 2020-21’
(Tender No. Admn/T/175 dated 29.06.2021)**

Sealed quotations in two parts are invited from the empanelled Advertising Agencies under SMPK’s Public Relations Division for designing the ‘Cover of Administrative Report for the year 2020-21’. Specifications of the cover are furnished below :-

| Sl. No. | Items | Description |
|---------|-------------------|---|
| 1. | Size | 11.2” x 18” (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% 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 total 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 quotation. Without sample design / art work (hard copy) no quotation would be considered. The price quoted must be all inclusive.

3. The tender must be submitted in sealed cover superscribed "Tender for design of the cover" for Administrative Report for 2020-21 and put in the Tender Box bearing the same superscription kept for the purpose in the office of the Administration Dept., by 14-00 hours on 05.08.2021. The manner of submission of tenders shall be as detailed below :

i) The tender must be submitted in two parts, both under separate sealed covers duly superscribed "Price Bid" & "Techno-commercial Bid" and both the sealed covers should be kept within the main sealed cover superscribed "Tender for design of the 'Cover' for Administrative Report for 2020-21."

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

iii) The sealed cover superscribed "**Techno-commercial Bid**" should contain the following:-

a) A separate forwarding letter indicating **unconditional** acceptance of SMPK's Terms & 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** i.e without any price.

c) Sample design / art work with or without photograph (Colour or black & white) [Hard copy]

d) Supporting documents regarding tenderer's experience towards successful execution of similar printing jobs.

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 offers.

4. The techno-commercial part of the tender will be opened at **15-00** hours on 05.08.2021 at the conference Room of SMPK Head Office. Envelop containing Price Bid of the firm 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 opening of the tenders.

Secretary(I/C)

SYAMA PRASAD MOOKERJEE PORT, KOLKATA

Kolkata Dock System

General Administration Department

TENDER NO: Admn/T/175 dated 29.06.2021

RATE SCHEDULE

| SL. NO. | Description | All inclusive lump sum charges (in Rs.) |
|----------------|--|--|
| A | B | C |
| 1. | Design of the 'Cover' of the Administrative Report for 2020-21 [in bi-lingual (Hindi-English)] | |

(Office Stamp of the tenderer)

Signature of the tenderer

Date_____

Address_____

Signature of the witness

Dated_____

Address

