

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

General Administration Department

NIQ No.PR/24/Diary (Executive)/2018-19

Dated: 27.11.2018

Sub: Design, production and printing of  
executive diaries of Kolkata Port Trust for  
the year 2019

Sirs,

Sealed quotations are invited from Kolkata Port Trust empanelled advertising agencies in connection with design, production and printing of executive diaries of Kolkata Port Trust for the year 2019 by 12 noon of 3<sup>rd</sup> December, 2018 as per the following specifications:-

1.	Size	: 5.5" (W) x 8.25" (H)
2.	Quantity	: 1,000 (+/-) 10%
3.	Quality of paper	: 70 GSM natural shade Maplitho paper for text for information sheet 130 GSM art paper
4.	Colour	: Text in single colour and information sheet in 4 colour
5.	Number of pages	: 160 pages (approx.) containing text and 8 pages (approx.) Information content – as per sample
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 quotationers and they should be reputed on the line
8.	Information contained	: The information to be printed/maps etc. need to be collected by the successful bidder from office of Kolkata Port Trust. Proof shall have to be got approved by concerned officer, as applicable before final production. Composed material is required to be submitted to the respective offices at Kolkata within 7 days from the date of handing over the same to the selected agency. The hard paper boxes to be provided should also be approved.
9.	Binding	: Hard case board with rexine cover (Black), Kolkata Port Trust name embossing on cover with corner cutting, Pen elastic holder with pen, matching box printed on 350 GSM cyber excel top with 4 colour printing with matt lamination and foil embossing and bottom on virgin cyber excel board.
10.	Delivery	: Delivery of diaries should start on 19 <sup>th</sup> December, 2018 and is to be completed by 24 <sup>th</sup> December, 2018.
11.	Schedule	: The partial delivery of completed diary would have to be made at the office of Sr. Asst. Secretary (PR) at KoPT Head Office or as per final direction of the concerned public relations executive and delivery of diaries for Haldia Dock Complex is to be made at Administrative Building of HDC, Haldia.

12.	Price	:	The price of executive diaries including design, production and printing as a whole should be given with break-up along with unit cost.
13.	Payment	:	Payment will be made as per KoPT's payment 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, one for 'Techno-Commercial Bid' and the other for 'Price Bid'. The 'Techno-Commercial Bid' must contain the design of the diary.
- 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. Asst. Secretary (PR), Kolkata Port Trust by 12 noon of 3<sup>rd</sup> December, 2018.

The quotation will be opened at 2 p.m. on 3<sup>rd</sup> December, 2018 in the office of Sr. Asst. Secretary (PR) 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. Asst. Secretary (PR)

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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 <sup>nd</sup> 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 <sup>th</sup> Floor, Kolkata – 700 013
6	Sobhagya Advertising Service	91B, Chowringhee Road, Kolkata – 700 020.

