



DEPARTMENT OF TOURISM
GOVT. OF WEST BENGAL,
NEW SECRETARIAT BUILDING, 3RD FLOOR, BLOCK - A,
1, KIRAN SHANKAR ROY ROAD, KOLKATA - 700 001
Telefax :- 033-2210 0098
e-mail :- wbtourismpublicity@gmail.com

No. 15-DT/2P-30/2014

Dated :- 02/01/2015

NOTICE INVITING QUOTATION

Offers are invited from bonafide, reputed and experienced agencies/firms/companies for conceptualization of design, layout and erection of the stall of West Bengal Tourism at Holiday Expo, Coimbatore, Tamilnadu scheduled to be held from 23rd to 25th January, 2015 with a Booth Scheme (CYMA) of 24 Sq. Mt. (one sides open) (8 sq.mt. X 3 sq. mt.) (copy of the floor plan is enclosed herewith for ready reference)

Scope of Works:

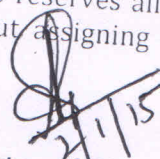
1. The agency will be required to conceptualize the design, layout and erect the stall in fire resistant material.
2. The backdrop and two side walls should be made on single flex and will be front lit. The flex should be installed on the frame.
3. The design of the flexes should reflect the Major Destinations of West Bengal Tourism.
4. Material transportation charges, storage, material disposal charges, insurance, security charges for the stall/ material, cleaning charges, dismantling charges of the stall will have to be borne by the agency.
5. Putting up of 1 (One) 32' LCD TVs with DVD Player and DVD stands. Agencies have to collect the inputs to be displayed on these screens from the Department.
6. Display of LOGO of Beautiful Bengal and Biswa Bangla at conspicuous places
7. Proper reception with centre table, chairs, brochure rack, potted plants, dust bins, drinking water dispensers etc.
8. One illuminated desks with lock and key facility; Visitors Book & Card Holder Pot.
9. All kind of electrical fixtures like spot lights, halogens, power plug sockets for proper illumination of the stall
10. Arrangement for Daily cleaning and clearing of the site and handing over the possession back to the concerned authority in proper order once the event is over latest by the date stipulated by the authority
11. Provision for tea /coffee and snacks to the tourism officials and guests as and when required during the event.
12. One-time Transportation of all publicity materials from the Department of Tourism, 2, Brabourne Road, 4th Floor, Kolkata - 700 001 and storage at the event venue
13. Arrangement of 3 Table Space with three chairs in respect to each table for B2B as well as B2C meetings having facility of electric connections for Laptops.
14. The agency should be ready to set up pavilions at a short notice in case of emergencies
15. After completion of the said event the raw files of the design of the backdrop should be submitted in CD/DVD to this end.

Selection criteria

1. Selection will be made on the basis of the rate quoted.
2. The agency will have to submit IT returns for the last 3 years along with copy of PAN card, Service tax registration, VAT registration. Agency will have to submit a detail layout of the stall and the design conceptualized in hard copy..
3. Last date and time of submission of Quotation : **13.01.2015 at 2.00 P.M**
4. Date of opening of Quotation : **13.01.2015 at 3 P.M.** Interested parties may remain present at the time of opening of Quotation.

Information Information

1. Quotation received after due date and time will not be considered.
 2. Only those quotation that may be found in the Drop Box after the last date of time of submission will be considered for evaluation.
 3. For any query or clarifications the interested agencies may mail there queries at jdwbtourism@gmail.com or jdkoltourism@gmail.com or wbtourismpublicity@gmail.com
 4. Where-ever specific terms and conditions have not been spelt out in tender document, prevailing financial rules of the state govt. shall apply
 5. The quotation as per details given above should be submitted to "Director of Tourism, West Bengal", New Secretariat Building, 3rd floor, 1, K.S Roy Road, Kolkata: 700001 on or before **13.01.2015 at 2.00 P.M**
 6. Tourism Department reserves the right for the full or part quantities under any items of work listed under the scope of work
 7. Quotation through fax, e-mail, telephone should be considered as defective
 8. Rates should be quoted inclusive of all taxes
- The design conceptualized and layout proposed shall have to be approved by the Department of Tourism. The selection will be made on the basis of the design and the layout or the rates or both subject to the decision of the Tender Committee. The decision of the Tender Committee will be final in this regard. The Tender Committee reserves all the rights to reject any or all the Agencies applied for the purpose without assigning any reasons thereof.


Director of Tourism
&
Ex officio Special Secretary