



DEPARTMENT OF TOURISM
GOVT. OF WEST BENGAL,
NEW SECRETARIAT BUILDING, 3RD FLOOR, BLOCK - A,
1, KIRAN SHANKAR ROY ROAD, KOLKATA - 700 001
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No. 290-DT/2P-32/2007

Dated :- 27-03-2015

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 Great India Travel Bazaar, 2015 scheduled to be held on 20th and 21st April, 2015 at JECC, Jaipur, Rajasthan with a Booth Scheme (CYMA) of 18 Sq. Mt. Stall (one side open) (9 sq.mt. X 2 stalls) (copy of the floor plan is enclosed herewith for ready reference) [Stall no. 42 and 43]

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 of good quality 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 TV with DVD Player and DVD stand. 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 brochure rack, potted plants, dust bins, drinking water dispensers etc.
8. One illuminated desk with lock and key facility; Visitors Book & Card Holder Pot.
9. Arrangement of 4 Table Space with two chairs in respect to each table for B2B and B2C meetings having facility of electric connections for Laptops.
10. All kind of electrical fixtures like spot lights, halogens, power plug sockets for proper illumination of the stall
11. 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
12. Provision for tea /coffee and snacks to the tourism officials and guests as and when required during the event.
13. 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

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.

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.

Financial Bid: To be submitted separately in Annexure –A .


Last date and time of submission of bid : 06.04.2015 at 2.00 P.M

Date of re-opening of tender : 06.04.2015 at 3.00 P.M .Interested parties may remain present at the time of opening of tender.

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 quotation document, prevailing financial rules of the state govt. shall apply
5. The quotation document 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 06.04.2015 upto 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
9. Quotation prepared by the agency shall comprise of the following:

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

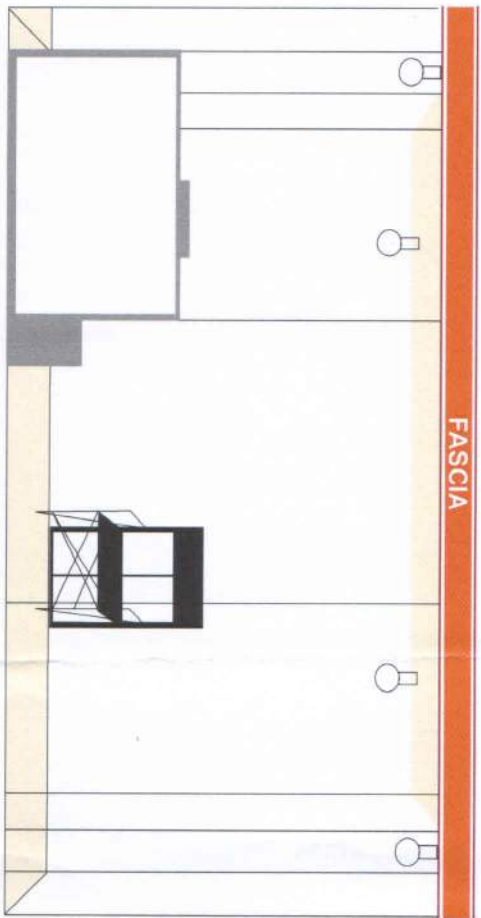
Financial bid (Annexure-A)

Sl. no.	Stall creation as per scope of work	Cost (Rs)
1	18 sq.m	

Signature and Seal of the Quotationers



Inaugural 19th April : Venue: The Lalit, Jaipur
 Exhibition 20th -21st April: Venue: JEECC, Jaipur, Rajasthan, India



List of Items in 6 sqm Stall/9 sqm Stall

Two/Three side walls	Two Chairs
Fascia	Three Spot lights
Synthetic Carpet	One 5 amp power socket
One Table	One Dustbin

