

DEPARTMENT OF TOURISM
GOVT. OF WEST BENGAL
NEW SECRETARIAT BUILDING, 3RD FLOOR, BLOCK - A
1, KIRAN SHANKAR ROY ROAD, KOLKATA - 700 001

No.683-DT/2P-78/2013

Dated : 25/07/2016

NOTICE INVITING TENDER

Offers are invited from bonafide, reputed and experienced agencies /firms/companies for fabrication of the CYMA Stall of West Bengal Tourism at different places of India for the year 2016-17.

• **List of the Fairs**

	Date	Area
1. India Travel Mart, Amritswar	12 th to 14 th August, 2016	18 Sq. Mt.
2. India Travel Mart, Lucknow	25 th to 27 th November, 2016	18 Sq. Mt.
3. India Travel Mart, Jaipur	9 th to 11 th December, 2016	18 Sq. Mt.
4. India Travel Mart, Chandigarh	3 rd to 5 th March, 2017	18 Sq. Mt.

• **Scope of Works:**

- The panels will display different tourist destinations of West Bengal. The creative will be supplied from this end.
- All the panels will be frontlit.
- The flexes to be prepared for fixing on the panels should be properly framed to enhance the quality and clarity of the pictures.
- The agency will be required to use fire resistant material for the fabrication work.
- 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
- Potted plants, dust bins, drinking water etc.
- One large illuminated backlit desk (L- 4 ft X W-2 ft Approx)at the centre with lock and key facility; Visitors Book & Card Holder Pot.
- Arrangement of 4 illuminated backlit desks (L-3 ft X W-2 ft Approx) along the open side of the stall exhibiting the LOGO of West Bengal Tourism with two chairs in respect to each desk having facility of electric connections for Laptops with sufficient space in between for movement.
- One 32" LCD TV in stand with DVD Player
- All kind of electrical fixtures like spot lights, halogens, power plug sockets for proper illumination of the stall
- 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
- Provision for tea/coffee and snacks to the tourism officials and guests as and when required during the event.
- 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.
- The agency should be ready to set up pavilions at a short notice in case of emergencies

• **Criteria for selection**

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.
3. EMD: Rs 5000/- (**Rupees five thousand only**) in the form of a demand draft from any nationalized bank drawn in favour of "Director of Tourism, Govt. of West Bengal".
4. Last date and time of submission of Tender : 2nd August at 2.00 P.M
5. Date of opening of Tender: 2nd August at 3 P.M. Interested parties may remain present at the time of opening of Quotation.

Information

- a. Tender received after due date and time will not be considered.
- b. Only those Tender that may be found in the Drop Box after the last date of time of submission will be considered for evaluation.
- c. For any query or clarifications the interested agencies may mail there queries at jdwbtourism@gmail.com or jdkoltourism@gmail.com or wbtourismpublicity1@gmail.com
- d. Where-ever specific terms and conditions have not been spelt out in tender document, prevailing financial rules of the state govt. shall apply
- e. The Tender 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 2nd August at 2.00 P.M
- f. Tourism Department reserves the right for the full or part quantities under any items of work listed under the scope of work
- g. Tender through fax, e-mail, telephone should be considered as defective
- h. Rates should be quoted inclusive of all taxes

The selection will be made on the basis of the rates 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
Govt. of West Bengal

FINANCIAL BID (ANNEXURE A)

Sl. No.	Name of the Fair	Venue	Size of the Stall	Rate for two sides open (Inclusive of all taxes)	Rate for one side open (Inclusive of all taxes)
1.	India Travel Mart	Amritswar	18		
2.	India Travel Mart	Lucknow	18		
3.	India Travel Mart	Jaipur	18		
4.	India Travel Mart	Chandigarh	18		

Signature and Seal of the Bidder