

**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 :- wbtourismpublicity1@gmail.com**

No.278-DT/2P-32/2016

Dated : 10/04/2017

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 (GITB) scheduled to be held from 23rd to 25th April, 2017 at JECC, Sitapura Jaipur with a CYMA booth of 36 Sq. Mt. (6 mt X 6 mt)(Floor Plan is enclosed herewith for ready reference)(booth no.52,53 and 72,73)(two sides open)

Scope of Works:

- The agency will be required to conceptualize the design, layout and erect the stall in fire resistant material.
 - All the panels to be used for display of the important tourist destination of the State should be provided from this end.
 - Traditional ethnic decorative items may be used. The entire area should be accessible and visible.
 - Material transportation charges, storage, material disposal charges, insurance, security charges, Electricity charges for the stall/ material, cleaning charges, dismantling charges of the stall will have to be borne by the agency
 - Display of LOGO of Beautiful Bengal and Biswa Bangla at conspicuous places
 - Two fascias in both sides
 - One illuminated round desk with LOGO of West Bengal Tourism along the with lock and key facility; Visitors Book & Card Holder Pot at the centre of the stall .
 - Arrangement of 7 Round Table Space with three chairs in respect to each table for B2B meetings having facility of electric connections for Laptops surrounding the round desk
 - Proper reception with potted plants, dust bins, drinking water dispensers etc.
 - 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.

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 : 17.04.2017 at 2.00 P.M

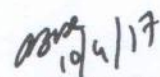
Date of opening of tender : 17.04.2017 at 3.00 P.M

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 ad.wbtourism@gmail.com or jdkoltourism@gmail.com or wbtourismpublicity1@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 17.04.2017 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 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
&
Ex officio Commissioner

Financial bid (Annexure-A)

Sl. no.	Stall creation as per scope of work	Cost (Rs)
1	36 sq.mt. (6 mt X 6 mt) (booth no.52,53 and 72,73)(two sides open)	

Signature and Seal of the Quotationers



The Great Indian Travel Bazaar – 2017

Incredible India



Inaugural 23rd April : Venue: The Lalit, Jaipur
 Exhibition 24th - 25th April: Venue: JECC, Jaipur, Rajasthan, India

1 - 257	3m x 3m
258 - 294	3m x 2m

EXHIBITION LAYOUT PLAN

