

NOTICE INVITING QUOTATION

Notice Inviting Quotation for Design and Fabrication of 48 sq.mtr Commerce & Industries Pavilion at Haldia Trade Fair Complex, Haldia for "Haldia Trade Fair-2014" from 22th January to 26th January,2014.

Sealed quotations are invited from reputed design and fabricating agencies for design, fabrication and supervision of a 48 sq.mtr. built up stall at Haldia Trade Fair-2014 to be held at Haldia Trade Fair Complex, Haldia , from 22th to 26th January 2014.

Agencies participating in the NIQ may quote on the basis of the following items as listed below by 1200 hrs on 18.01.2014 positively.

Agencies may quote all inclusive cost for:

1. Stall Area: 48 Sq. Mtr inside hall (6 mtr x 8 mtr) with two sides open.
2. Scope of work: to design, fabricate, Decorate, Print all brandings and panels including stall supervision for all days during the event.
3. Items to be in the pavilion
 - a. Display of 10 nos Backlit panels of size 5' x 2.5'.
 - b. Display of 02 no of backdrop of 4 mtrs x 8'.
 - c. Panels are to be designed, printed and installed by the agency.
 - d. Entire floor area of 48 sq.mtr to be raised 4 inches with good quality platform
 - e. Discussion area with round table and 4 chairs
 - f. Creation of VIP lounge cum business enclosure with adequate nos of sofas and centre table
 - g. Store and pantry area with coffee vending machine with service person.
 - h. Reception area- 01 with two nos of tall stools. The table should have lockable drawer.
 - i. Arrangement of not less than 02 Hostesses
 - j. Daily floral arrangement on VIP lounge table and reception table
 - k. Fascia on two open sides of the pavilion- 6 mtrs x 1 ft and 8mtr x 1ft (total 02 nos)
 - l. Provision of two 42 inches LED TV for running promotional films to be run by laptop
 - m. Provision of separate laptop with internet connection for reception
 - n. Daily maintenance/cleaning of the Stall
 - o. Additional Electrical Fittings (wherever required required)
 - p. Carpeting of the entire Floor area (blue carpet/ grey carpet)
 - q. Waste Bin- 04 nos
 - r. Cost of electricity demand and consumption charges to be borne by the agency.
 - s. Catalogue stand : 03nos
 - t. All necessary permission/clearances from local authorities as required including clearance from Fire Department to be taken by the agency
 - u. Arrangement of fire fighting system in the pavilion (fire extinguisher- A,B C class of fire)

- v. It may be noted that fabricators will have to make use of modern/space saving and modular systems for smart and sleek looks. The stall should have a mix of plywood/modular system, glass/brass materials. Usage of fire retardant materials for making the pavilion.
- w. Minor addition and alteration may have to be done depending upon requirement of the pavilion without any extra cost.
- x. Arrangement of still photography of the stall and visits to stalls by officials
- y. Glass fishbowl for dropping of business cards 01 no.
- z. Visitors Book
- aa. Low height flower plants with clean flower pots: 15nos
- bb. Arrangement of packaged drinking water : 6 ltrs per day

All NIQs should be addressed to the Managing Director, West Bengal Industrial Development Corporation, Protiti, 23 Abanindranath Thakur Sarani, Kolkata – 700017 and should be submitted to Manager (Corporate Communication) by 1200 hrs on 18.01.2014 on the first floor of the said office.

**Managing Director
WBIDC**