

**EXPRESSION OF INTEREST FOR DESIGN FABRICATION SUPERVISION & ALLIED ACTIVITIES FOR
150 SQ FT STALL AT ASANSOL INDUSTRY & TRADE FAIR - 2015**

West Bengal Industrial Development Corporation Ltd(WBIDC) invites EOI from reputed design and exhibition fabricating agencies for design, fabrication and supervision of 150 SQ FT. built up Stall at **Asansol Industry & Trade Fair – 2015.**

Agencies participating in the EOI may quote on the basis of the following items as listed below by and shall submit the quotations within 12 noon of 22.1.2015 positively at Business Synergy Centre, Ground Floor, West Bengal Industrial Development Corporation, Protiti, Abanindranath Tagore Sarani, Kolkata-700017

The organizers will provide a 150 sq ft basic built up booth which has to be fabricated with branding collaterals by the agency.

The agency may quote for:

A-Scope of Work

- 1) Fascia for frontage built up stall :
- 2) 4 nos panels of size (printed on vinyl pasted on sunboard and fixed on cyma wall with double side adhesive tape). Display of panels, backlit (preferred) / front lit with Cromptolux spotlights. (Panels will be designed & fabricated by the agency).
3. Backdrop as per approved design with lights to project.
- 4) Logos of C&I Department and WBIDC (printed on vinyl pasted on sunboard and fixed on cyma wall with double side adhesive tape)
- 5) Book rack : 02 nos
- 6) Glass fishbowl for dropping of business cards: 01 no.
- 7) Visitors book: 01 no
- 8) Laptop in good condition with internet facilities: 01 no and 2 nos. 42 inches plasma TV/ LCD with DVD players.
- 9) Additional spot lights on panels and displays: 04 nos
- 10) Carpet on floor: Blue in colour
- 11) Daily floral arrangement on table: 01 no to be replaced
- 12) One hostess : 01 no.
- 13) Low height potted plants with clean flower pots: 10 nos
- 14) Arrangement of packaged drinking water

B. Venue and Date of Work - Asansol Industry & Trade Fair - 2015 from 29th Jan to 6th Feb 2015 at Polo Ground, Asansol .

C. Payment Terms Payment shall be release upon submission of invoice after completion of work after within 21 days.

D. The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by WBIDC.

E. Rates and Quotes

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote in lump sum.

F. Contents

The proposal shall be submitted in ONE large sealed packet, named and duly marked as “Strictly Confidential- Bid for Designing, Fabrication, supervision and allied activities for **Asansol Industry & Trade Fair – 2015**.”

The contents of the packet are described below.

There will be three (03) sealed envelopes duly marked as follows: -

- i) " Envelope 1 -Bid Qualification
- ii) "Envelope 2 -Design of pavilion
- iv) " Envelope 3 -financial bid for design, fabrication, supervision and display

Envelope 1 should contain the following: -

- Authorization of the person signing the Tender
- Copies of Service Tax registration certificate and Trade license
- Balance sheet for last three years
- The Tender Document- The original Tender Document shall be duly signed on all pages.
- Agency details

- i. Past experience of exhibition stall fabrication supported by photographs and work orders/letters.(attached annexure must be filled for quality evaluation)

NB:

Signing of proposal: Persons tendering shall submit their proposals duly signed on all pages. Signature will indicate acceptance of the contents of the papers. Corrections and alterations, if any, are to be signed.

Envelope 2 should contain the following

The design of stall –2 designs

Envelope 3 should contain the following:-

The lump sum price.

G. Address for Submission :

The Managing Director, West Bengal Industrial Development Corporation Ltd., 'PROTITI' 23, Abanindranath Thakur Sarani , Kolkata- 700017, Business Synergy Centre,Ground Floor, 033-22553754.

H. Time of Submission and Opening of Tender

The proposal must reach the office of the WBIDC by 12 noon upto 22.1.2015. WBIDC may, at its own, sole discretion, extend the deadline for submission of proposal by issuing an amendment in accordance in which case all rights and obligations of WBIDC and the bidders, previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

Opening of proposal: The proposals shall be opened on 2pm on the same day.

Other terms and conditions are subject to mutual understandings.

The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by WBIDC.

WBIDC Limited