

বিশ্বভারতী
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VISVA-BHARATI



Publishing Department

Notice Inviting Quotation

Sub: Construction and decoration of Visva-Bharati Publishing Department's Stall at the 48th International Kolkata Book Fair 2025 at Central Park, Karunamoyee from 28 January to 09 February 2025.

Sealed Quotations are invited from experienced and reputed decorators/pandal makers/event management groups on the matter mentioned above.

1. A composite rate for entire job inclusive of all taxes should be written and that should not be altered in future for any reason.
2. The quotation should be sent in sealed envelope (Superscribed as : Quotation for Stall decoration at KBF 2025) to :

**The Director
Visva-Bharati Publishing Department
6 A.J.C Bose Road
Kolkata-700 017**

3. Last Date of submission of quotation : **20 January 2025, 12 noon.**
4. Bid opening date : **21 January 2025, 12 noon**

The payment will be made by A/c Payee cheque only after satisfactory work completion report signed by appropriate official of Visva Bharati Granthana Vibhaga.

Specification/Schedule :

1. Attached design may be followed for guidance which is only indicative and not exhaustive.
2. Size of the allotted Stall by the Book Fair Committee is 72 sq. mtr. Primary structure including waterproof rooftop will be erected by the Book Fair Committee. The decoration should be completed by the successful bidders in 3 (Three) days.
3. Straight Shelves (as per the attached drawing) may be erected. Height of shelves will be 5 ft. each. A running table like platform should also be placed in the lower racks for displaying the books as well as to make use of book storage.
4. One enclosure for sitting arrangement (indicated in Position 'A') with Sofa set and tea table measuring an area of 7ft x 5ft to be made.
5. A store room with plywood partition as indicated in Position 'B' to be made.
6. Cash counter (with drawers having locker facility), glass covered show case also be made as per positions 'D' & 'E' respectively.
7. Entry and exit gate should be covered with collapsible and locking facility to ensure the safety of the stall.
8. A ramp should be made both at the entry and the exit gate of the stall allowing wheel-chairs.
9. The floor of the entire stall area is to be covered with platform made with standard-quality plywood and jute matting.
10. Ten numbers of standard garden chairs are to be supplied.

11. Peripheral wall of the stall is to be made with standard-quality plywood and be painted properly.
12. Roof of the stall is to be covered with proper fire retardant cloth/tin/additional tarpaulin in order to safeguard the books from rain as well as to give a gracious look to the stall.
13. Signboards/Photo frames/Decorating materials, if any, are to be fixed by the Decorator as and when supplied from the Granthana Vibhaga Office.
14. The colour design and other relevant issues will be guided by VBGV which has to be adhered to without any additional cost.
15. The stipulated conditions of fire-brigade/electric supply/book fair committee/police authority will have to be strictly adhered to.
16. The fitting of lighting arrangements for the stall both inside and the front side are to be ensured by the decorator and the cost should be inclusive in the quoted rate.
17. Successful bidders should have at least 3 years' experience in construction of exhibition pavilions of reputed government and non-government organisations.
18. Legal dispute, if any, will be under the jurisdiction of the Hon'ble High Court of Calcutta.

Documents required along with quotation :

1. Self-attested photocopies of Trade Licence, PAN Card, GST Certificate, Income Tax Certificate.
2. The copies of experience and creditability certificate should also be submitted along with the quotation.

13 January 2025

Ref. No : SALES/KBF/2025/16

Sudip Bar

Director 16, 01, 25

Visva-Bharati

Publishing Department

परिचालक (ग्रन्थविभाग, विश्वभारती)
পরিচালক (গ্রন্থবিভাগ, বিশ্বভারতী)
Director (Publishing Dept. Visva-Bharati)

Copy forwarded for necessary action to -

1. The In-Charge, Computer Centre, Visva Bharati - is requested to upload the Notice Inviting Quotation on the University Website at the earliest.

Visva-Bharati Publishing Department

International Kolkata Book Fair 2025

An Indicative Plan of the Stall

