

Notice Inviting Quotations

Providing advertisement in the form of banners/standees across various cities in India.

The Indian Ports Association, on behalf of the Major Ports of India, for recruitment of various positions across the Major Ports in India. It will be necessary to give publicity for these across different states & cities. The work will have to be undertaken at a short notice and IPA invites quotations from agencies who have experience in this field to submit their quotations.

The items to be undertaken are provided below.

Banners- (6x3) ft, Roller Standees – (6x3) ft (Material to be used will be flex)

Tentative list of cities where these publicity are indicated in the Table below . The precise location where these banners/roller standees are to be located will be instructed to the successful vendor. These locations may include coaching centers, student hubs, prominent market places, seminar/conference locations and other areas where there will be likely presence of prospective candidates.

The rates quoted should include the cost of fabrication/manufacture of the publicity material in the form of banners and roller standees, installation at prominent places to be instructed by IPA in a safe manner without causing any hindrance or danger to public. The material to be printed will be provided by IPA, however the design of the flex to make it attractive will be the responsibility of the vendor. The total duration this publicity will have to be undertaken will be one month. During this one-month period, the publicity material will have to be replaced on two occasions in addition to the publicity provided during the 1st occasion. The vendor shall furnish photographs periodically as directed by IPA to establish that the required publicity material is in place at the selected locations.

The vendor is expected to select locations in the given cities and States where these publicity can be undertaken without any additional costs. However, if payment towards rent or any other matter becomes unavoidable, the vendor shall undertake the exercise at such locations only after getting the approval of IPA. The additional amounts payable to Government/private agencies in such cases will be reimbursed to the vendor on submission of invoices from such agencies.

Bidders may quote their rates for providing banners, roller standees at selected locations to be decided by IPA at the cities indicated in the format provided at Annexure I. The rates quoted shall include the displaying the publicity material for all the 3 iterations for a total duration of one month including removing it after the prescribed period. The bid shall be signed by the bidders agreeing to all the conditions stipulated in the NIQ. The work will have to commence within 3 days of award of work.

Annexure I

SI No	State	Banner(6x3)ft			Banner(6x8)ft			Banner(8x10)ft			Roller Standees – (6x3) ft			Total (5+8+11+14)
		Qty	Rate	Amount	Qty	Rate	Amount	Qty	Rate	Amount	Qty	Rate	Amount	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Delhi/NCR	4			1			1			3			
2	Bengaluru	3			1			1			2			
3	Mumbai	2			2			1			2			
4	Bhubaneswar	1			1			1			1			
5	Kolkata	2			2			1			2			
6	Hyderabad	3			2			1			2			
7	Vijayawada	1			1			0			1			
8	Chennai	3			2			1			2			
9	Thiruvananthapuram	1			1			1			1			
10	Ahmedabad	1			1			1			1			
11	Pune	1			0			1			1			
12	Guwahati	1			0			1			2			
13	Allahabad	3			1			0			1			
14	Gandhinagar	1			1			1			1			
15	Jaipur	1			1			0			1			
16	Lucknow	2			1			0			1			
17	Chandigarh	1			0			0			0			
18	Dehradun	1			0			0			1			
19	Bhopal	1			1			0			1			
20	Indore	1			0			0			2			
21	Patna	3			2			1			1			
22	Panaji	1			1			1			1			
23	Mangaluru	1			1			1			1			
24	Tirunelveli	1			1			0			1			
25	Ernakulam	1			1			1			1			
26	Visakhapatnam	1			1			1			1			

27	Nagpur	1			0			0			1		
28	Cuttack	2			1			1			1		
29	Ranchi	2			0			0			1		
30	Raipur	2			0			0			1		
Total		-	-		-	-		-	-		-	-	

Total amounts in columns 5, 8, 11, 14 and 15 to be filled by the bidder.

Work will be awarded to the bidder quoting the lowest total amount indicated at column 15.

Note:

1. Quantity indicated above may vary and payments will be made based on actuals at the quoted rate.
2. Quotation shall be per number for the stipulated size. In case there is variation in the area, the rate per number will be arrived at on pro rata basis considering the quoted rate, for the actual area of the item.
3. Cities indicated are tentative. In case the publicity material is to be placed at any other city, the rate lowest quoted for any city will be the basis for payment
4. Rate quoted shall be inclusive of transportation and installation.
5. The design of the branding material shall be approved by IPA
6. IPA may also increase quantity depending upon requirements of the event for better brand visibility.
7. IPA will decide exact quantity and locations/sites, depending on the requirement

Bidders must quote the rate against each item and the total amount. Quotations shall be submitted in a sealed envelope to the following address to reach on or **before 06/02/2025 by 3.00 p.m.** Late quotations shall not be accepted. Amount quoted shall be exclusive of GST. The quotations shall be opened on **06/02/2025 at 3.30 p.m.** The work will be awarded to the agency quoting the lowest amount. Printing and erection of the hoardings and publicity material shall be completed within 3 days of award of work.

The Chief Administrative Officer Indian Ports Association
1st Floor, South Tower, NBCC Place Bhisham Pitamah Marg
Lodhi Road
New Delhi – 110003

IPA reserves the right to reject any/all quotations without assigning any reasons

Chief Administrative Officer