

Notice Inviting Quotations for Providing Branding in Delhi area for various events

The Indian Ports Association is involved in organising various events in New Delhi NCR area. It will be necessary to give publicity for these and undertake suitable branding exercise. 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.

	Item	Approximate size	Qty	Rate per number/unit (Rs.)	Amount (Rs)
1	Designing, Manufacturing and Installation of Pillar/pole branding flex with wooden frame at the required locations as directed by IPA including removing the same after the event	a) 4 ft x 8 ft b) 15 ft x 30 ft c) 10 ft x 20 ft d) 20 ft x 40 ft	25 nos 25 nos 25 nos 25 nos		
2	Designing, Manufacturing and Installation of Pillar branding flex with metal frame at the required locations as directed by IPA including removing the same after the event	a) 4 ft x 8 ft b) 15 ft x 30 ft c) 10 ft x 20 ft d) 20 ft x 40 ft	25 nos 25 nos 25 nos 25 nos		
3	Designing, Manufacturing and Installation of digital panels at the required locations as directed by IPA including removing the same after the event	a) 4 ft x 8 ft b) 15 ft x 30 ft c) 10 ft x 20 ft d) 20 ft x 40 ft	25 nos 25 nos 25 nos 25 nos		
4	Designing, Manufacturing and Installation of Digital Screens at the required locations as directed by IPA including removing the same after the event	a) 4 ft x 8 ft b) 15 ft x 30 ft c) 10 ft x 20 ft d) 20 ft x 40 ft	25 nos 25 nos 25 nos 25 nos		
5	Designing, Manufacturing and Installation of Reclm, at the required locations as directed by IPA including removing the same after the event (30 ft x 7 ft)	30 ft x 7 ft	10 units		
6	Designing, Manufacturing and Installation of Wall Wrap, at the required locations as directed by IPA including removing the same after the event (135 ft x 30 ft)	135 ft x 30 ft	5 units		
7	Designing, Manufacturing and Installation of Piers, at the required locations as directed by	14 ft x 6 ft	3 units		

	IPA including removing the same after the event (14 ft x 6 ft)				
8	Designing, Manufacturing and Installation of Kerb, at the required locations as directed by IPA including removing the same after the event (41 ft x 10 ft)	41 ft x 10 ft	3 units		

Note:

1. Quantity indicated above may vary significantly and payments will be made based on actuals at the quoted rate.
2. Where items are to be quoted on per number/unit basis, 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. Indicative areas where the branding must be done will be Airport area including drive routes and arrival areas, Central Delhi/NCR region, near parliament, Transport Bhawan, Municipal areas, other public areas or any other areas as directed by IPA
4. Rate quoted shall be inclusive of transportation and installation and obtaining approvals from agencies like municipal corporations, NDMC, Airports Authority of India etc. wherever necessary and includes removal after the event is completed
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 14/11/2024 before 3.00 p.m. Late quotations shall not be accepted. Amount quoted shall be exclusive of GST. The quotations shall be opened on 14/11/2024 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