

Date : 01/01/2014

**India Trade Promotion Organisation
Regional Office, Kolkata.**

Tender for the work of : Setting up of computer Registration Desk in International Leather Goods Fair in the Years 2014 and 2015.

India Trade Promotion Organisation (ITPO), the premier trade promotion organisation of Government of India, is organising International Leather goods Fair at Milan Mela complex during 27th – 29th March, 2014 this year. ITPO intends to engage an agency for computerised registration of business visitors during the exhibition.

The agency would be broadly responsible for the following jobs :

Installing 3 nos. of computer systems (minimum (P-IV) and laser printers with cartridge along with CVT/UPS at the registration counters with provision of networking the computers for centralised processing of data for report generation etc..

The installation of computer system etc should be completed by 18.00 hrs on 26th March 2014 so that visitors approaching registration counter may be registered at the very beginning of the fair on 27th March 2014.

Providing services of 3 data entry operators for feeding information into the computer, based on the registration forms/Business cards across the counters.

Provision of back up support including services of supervisors/engineers

Providing guidance to the visitors for filling up the form properly.

Feeding complete details of the visitors into the database based on the registration forms.

Generate report on visitors' turn out covering country/product/category wise as well as brief summary of visitors and submit to ITPO on day –to-day basis and final consolidated report at the end of the event.

The data will be given in MS Excel/Access Programme. The address will be broken into following fields so that the same could be converted into mailing labels.

Name	Designation	Company
Address I	Address II	Address III
State/Country	City	Pin Code
Phone	Fax	E-mail ID

On the last day of the fair, the agency will give a consolidated report for the total number of visitors (national & international separately) within one hour of the closing time. The data should be handed over to ITPO in hard copy and pen drive format in the fair ground itself.

The data of the visitors and the exhibitors which will be generated during the fair will be sole property of ITPO and the agency will not make any use of the same for any purpose other than for generating reports for ITPO. After submitting the final report to ITPO on the last day, the data will be deleted from the agency's computer in presence of ITPO official. Any violation in this regard will result in legal action and monetary penalty.

Generating detailed profiles of the visitors by 31st March 2014 on hard copy as well as in CD-Rom (e copies) and submitting the same to ITPO after conclusion of the fair. The agency should come to Regional Office, Kolkata and complete the job in RO, Kolkata itself.

The computer registration desk will be operational one hour before the commencement of the event each day and will be closed after taking outputs in the evening.

The sealed quotation will be accepted till 10/01/2014 up to 12.30 pm and will be opened on the same day at 1.00 pm..

Agencies interested in undertaking the above job may submit their quotation to the following address:

Manager
India Trade Promotion Organisation
Vanijay Bhawan
1/1 Wood Street, 5th Floor
Kolkata-700 016

ITPO reserves the right to accept or reject any offer without assigning any reason thereof.