



राष्ट्रीय पटसन बोर्ड / NATIONAL JUTE BOARD

वस्त्र मंत्रालय /MINISTRY OF TEXTILES, भारत सरकार /GOVT. OF INDIA,

3ए एवं 3बी, पार्क प्लाजा/3A & 3B PARK PLAZA,

71, पार्क स्ट्रीट/71, PARK STREET, कोलकाता/KOLKATA-700 016

दूरभाष/Tel: 033-2217 2107 /2226 3438, फैक्स/Fax: 033-2217 2456

ईमेल/Email: jute@njbindia.in

Tender
For

EVENT / FASHION SHOW MANAGEMENT SERVICE

Tender No. 6/NJB/2018-19

National Jute Board (NJB) invites tender as per schedule given below from the eligible firms/agencies for Event / Fashion Show Management Service for the events mentioned under:

OPENING DATE FOR SUBMISSION OF TENDER	29/11/2018 (Thursday)
CLOSING DATE FOR SUBMISSION OF TENDER	05/12/2018 (Wednesday) up to 1.00 pm.
Date and time of opening of tenders (Technical Bid)	05/12/2018 (Wednesday) at 2.00 pm.

Opening Date and Time of Financial Bid(s): will be notified to the short listed bidders only

Event	Date & Time	Venue
Fashion Show of Jute, Silk, Handloom and Handicrafts (Outfits / Accessories)	15.12.2018 (Saturday) 00:00 a.m. onwards	Old Currency Building, 11B, Dalhousie, Lal Dighi, BBD Bagh, Kolkata -700 001
Fashion Show of Jute, Silk, Handloom and Handicrafts (Outfits / Accessories)	16.12.2018 (Sunday) 00:00 a.m. onwards	Old Currency Building, 11B, Dalhousie, Lal Dighi, BBD Bagh, Kolkata -700 001

Note: the above schedule/venue is subject to change

PREAMBLE / INTRODUCTION

National Jute Board (NJB), set up under National Jute Board Act, 2008 [No. 12 of 2009] is statutorily mandated for development of the cultivation, manufacture and marketing of jute & jute products and for matters connected therewith and incidental thereto. In consonance with the mandate, NJB undertake measures relating to promote or undertake surveys or studies aimed at collection and formulation of statistics regarding raw jute and jute products.

(A) TENDER NOTICE:

As part of promotional initiative, National Jute Board (NJB) has planned to organize an Outreach Programme covering comprehensive textile event of Jute, Silk, Handloom and Handicraft. The comprehensive event would comprise: Exhibition, Fashion Show, Seminar/Panel discussion, Workshop and Fashion Show.

NJB, Kolkata invites Tender (for two bid system) for "Event / Fashion Show Management service" from the eligible reputed Firms/Agencies having relevant experience in executing similar kind of services/jobs in Central /State Govt. Department/PSUs/MNCs Reputed Academic Institute/Organisations for Fashion Show 2018 as per schedule given above.

The Tender application along with fees [EMD] and necessary/relevant documents shall be placed in a sealed envelope superscribed with "**Tender for Event / Fashion Show Management Service (NIT no. 6/NJB/2018-19)**" and shall be addressed and sent to the Secretary, National Jute Board, 3A & 3B Park Plaza, 71 Park Street, Kolkata-700016 or dropped in the Tender Box kept at the NJB Office on or before 05/12/2018 up to 1.00 p.m. in the following manner.

Submission OF BID:

- i) The interested firms should apply and submit their bids along with copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed from 29/11/2018 to 05/12/2018 up to 1.00 P.M.
- ii) Tender documents are available for viewing at www.jute.com
- iii) The prospective bidders/firms may visit NJB website: at www.jute.com by clicking Tender Notice for details.
- iv) The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or found incomplete, in any respect shall be summarily rejected.

Earnest Money Deposit: Rs.25,000/- (Rupees Twenty Five Thousand only)

Date of Tender Notification : 29/11/2018

Last date for submission of Tender: 05/12/2018 upto 1:00 p.m.

Date and time of opening of Technical Bid: 05/12/2018 at 2.00 pm

TERMS AND CONDITIONS

1. Tenders in sealed envelope and addressed to Secretary, National Jute Board and dropped in the Tender Box placed in the NJB Office at Kolkata will be considered. Outstation bidders may send the tender application through Courier/Post addressed to Secretary, National Jute Board before the stipulated date.

The Technical Bid (Annexure-A, B, C & D only) along with Financial Bid and necessary fees through DD, and documents should be submitted within the specified date & time and at the said address.

2. Please read the terms & conditions carefully before submission/filling up the document. Incomplete tender documents will be summarily rejected.
3. The tender is liable to be rejected if complete information is not given therein, or if the particulars and data (if any) asked for in the Schedule to the tender are not filled in.
4. NJB shall in no way be responsible for any default with regard to any statutory obligation and the Agency/Tenderer will indemnify NJB in case of any damage or liability, which may arise on account of action of any reason.
5. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; the tender is liable to be rejected.
6. Dispute, if any, arising out of providing the said service shall be settled mutually or arbitration by sole Arbitrator to be appointed by the Director NJB at Kolkata as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.

7. All firms are required to submit Earnest Money Deposit (EMD) of **Rs.25,000/-** (Rupees Twenty Five Thousand only) (refundable) with Technical Bid in the form of Pay Order / Demand Draft (should be drawn beyond the date of this NIT) in favour of "National Jute Board" payable at Kolkata. No interest shall be paid on the said deposit and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NJB and will be forfeited in case the selected/ successful bidder does not accept the work order or unable to provide the service or information declared/ documents submitted found false/fake/ forged; otherwise, the EMD will be returned.
8. The bidder should have experience of executing adequate number of quality collection of premiere Fashion Institutes (viz. NIFT, NID, etc.) and/ or eminent Fashion Shows/ Fashion Weeks of renowned Organisations ; additional weightage may be given to such event managers (bidders) in selection to award this contract.
9. Tenderer must have organized/ conducted at least 05 nos. Fashion Shows/ Fashion Weeks in the leading/ premier & renowned Educational Institutes (viz. NIFT, NID, etc.) and/ or in other reputed/reowned Organisations.
10. Tender shall be accompanied by the relevant documents including List of organizations where the agency has provided/ rendered similar services.
11. In case of L-1 is more than one, the selection criteria [viz. the past performance, experience, turnover, etc.] would be at the discretion of NJB. The decision of NJB, in this regard and for selection of successful bidder in such situation, will be final in all respect and will be binding on all the tenderers.
12. Lowest bid may not be the only criteria for selection and NJB is not bound to issue work order to the agency being the 'L-1' bidder; weightage/ preference will also be given to the other factors, viz. previous experience, quality of service, number of client, yearly turnover, etc. to select the agency to award the work and the decision of NJB in this regard and for selection of successful bidder in such situation will be final in all respect and will be binding on all the tenderers.
13. The schedule of items/services required are as per Annexures and the evaluation of bid will be on the basis of total bid value; however, ***NJB is not bound to accept the lowest bid since due weightage shall be given to several factors, as stated above, beside the Financial Bid. Tenderer to quote for all the items of Annexures.***
14. The Refreshment, Transportation, etc. of the crew members, models, choreographer, DJ, etc., i.e. any manpower deputed by the event manager will be the sole responsibility of the Event Manager only. Bidders should quote accordingly.
15. Bidder need not to quote for the "NOC/Logistical Permission" component which will be paid by NJB on actual on submission of the Bill/ Receipt in original.
16. Payment shall be made after successfully completion of the job on the basis of certification by the concerned departments/ Officials of NJB, Kolkata and on submission of Bill. No payment will be made in advance. Deduction (TDS, etc.), if any and as applicable, will be made during payment.
17. GST & other charges, if any, should be mentioned clearly & specifically.
18. The service provider shall ensure that he / she himself / herself or his / her authorized representative is available for any negotiation or discussion at the venue to conduct the events successfully.
19. NJB reserves the right to add/ alter/ remove any item/events from the list [Ref. Annexure- E], if needed so, based on the

- situation & requirement and payment will be made accordingly on pro-rata basis, on actual. The quantity of items (Gift, Memento, Food, etc.) may vary and payment will be made on actual.
20. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like 'duties as applicable', 'all inclusive', etc. shall not be considered. Such things, if not clearly mentioned, will be treated as all inclusive. No delivery/transportation cost will be paid. However, GST should be quoted specifically.
 21. The rates quoted should be on FIRM & FIXED basis. Bidders should quote for all the required items; incomplete bid will not be accepted.
 22. Financial Bid to be quoted as per Annexure F' only for the services as mentioned at Annexure- E'. If the Financial Bid is found not in order or not according to the prescribed format the same may be liable to be cancelled even if the agency is qualified in the Technical Bid to open their Financial Bid, i.e. merely qualifying in the Technical Bid does not ensure acceptance/ qualifying for opening of Financial Bid and decision of NJB to this effect shall be final and binding.
 23. The successful bidder shall not engage any sub-contractor, sub-agent to organize the events.
 24. The agency should be registered with GST and to enclose the copies of the relevant certificate along with the Technical Bids.
 25. The venue (including stall where applicable) complete in all respect (carpeting, chairs, speakers, podium with mic, lightings, back drop, side wings, etc.) should be ready before the programme scheduled on all the days failing which penalty will be imposed on the bill amount as will be decided by NJB Authority and decision of NJB in this regard shall be final & binding.
 26. Tender without EMD or EMD with lesser amount than the amount specified will be rejected.
 27. NJB reserves the right to relax any condition if so needed and decision of NJB to this effect shall be final & binding.
 28. All the Pay Order / DD(s) are to be submitted along with the Technical Bid only (and not with the Financial Bid).
 29. While accepting the Work Order, the successful bidder needs to deposit **10% of the Work Order value as Security Deposit** through Demand Draft favouring NJB, Kolkata which will be refunded/ returned, without any interest, after completion of the events with deduction/ recovery, if any and as applicable.
 30. The successful bidder, awarded with the work, shall execute the whole work in close co-ordination and with detail discussion with the concerned NJB Official(s) and all concerned for smooth conducting of the event safe guarding NJB's dignity. Time schedule, venue, etc. are subject to change and shall be informed accordingly and the successfully bidder should execute the work accordingly.
 31. **Any Corrigendum / Addendum / Notification w.r.t. this tender will be published at our website: www.jute.com only. All the bidders/ tenderers are informed to follow our said website regularly for any such updation. NJB will not be responsible for ignorance of such updation of the bidders/ tenderers.**
 32. Even after qualifying in Technical Bid, the Financial Bid may not be considered if found not in order.
 33. All disputes are subject to Kolkata Jurisdiction only.
 34. ***NJB reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason whatsoever and decision of NJB in this regard shall be final and binding. No further correspondence in this regard will be entertained.***

-s/d-
Secretary
NJB, Kolkata

Annexure-'A'
TECHNICAL BID

(FOR EVENT / FASHION SHOW MANAGEMENT SERVICE)

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether Pay / Order Demand Draft of 25,000/- (Rupees Twenty Five Thousand only) in favour of 'NATIONAL JUTE BOARD' payable at KOLKATA is enclosed as EMD with the Technical Bid.	
02	Whether copy of TRADE License enclosed	
03	Whether copy of PAN enclosed	
04	Whether copy of GST enclosed	
05	Whether having at least Three (03) years relevant work experience in managing and organizing similar kind of jobs in the leading/ premier & renowned organization / Educational Institute/ [proof to be enclosed]	
06	Whether organized at least 5 nos. Fashion Shows/ Weeks in the leading/ premier & renowned Educational Institutes (viz. NIFT, NID, etc.) / other reputed Organisations [List along with proof to be enclosed]	
07	Whether capable of and agreed to provide 10% of W.O. value as Security Deposit if work order is awarded	
08	Whether agreed to abide by all the terms & conditions of this tender	
09	Whether Annexure-A, B, C and D, duly filled with Technical Bid and Annexure-E, F duly filled with the Financial Bid	
10	Whether each items/ components of Annexure-E of Financial Bid have been quoted	

All above enclosures must be valid (wherever applicable)

(Name & Signature of the tenderer with seal)

Date:

Place:

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization
- b. Name of the proprietor/partner(s).....
- c. Date/ Year of Establishment:
2. a. Address (Office):
- b. Telephone No.:
- c. Mobile No.:
- d. Email Id.:
3. Details of relevant work experience:

Sl.	Client's Name / Organisation	Particulars of Event, Venue, When Held, etc.	Contract Value	Remarks, if any

4. Furnish copies of the following documents:
 - (i) Trade License
 - (ii) GST
 - (iii) PAN

5. Pay Order / DD [enclosed] details:

1. Pay Order / DD no. _____, dtd. _____, amt. _____, bank _____
2. Pay Order / DD no. _____, dtd. _____, amt. _____, bank _____

*NB: 1. Tenderer has to submit the entire set of tender papers duly signed while dropping the tender
 2. Additional paper may be used to furnish the above information*

UNDERTAKING BY THE TENDERER

I have carefully gone through the various terms and conditions mentioned in the tender document of Event / Fashion Show Management Service for Fashion show 2018 of NJB, Kolkata. I agree to all the conditions and offer to organize the events at the scheduled venue as per the scheduled date & time [if changed, the same will be organized in the substitute venue and/or as per the revised timings in Kolkata as will be informed by NJB]. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Dated : _____

(Name & Signature of the Bidder with office seal)

Annexure-'D'

[To be submitted by the tenderer preferably on their letter head along with the Technical Bid]

To
The Secretary,
National Jute Board,
3A & 3B Park Plaza,
71 Park Street,
Kolkata-700016.

Sub: Technical bid relating to NJB Fashion Show-2018.

Ref.: Your Notice Inviting Tender No..... dated

Madam,

1. I have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender No. 6/NJB/2018-19 for the subject under reference.
2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.
3. I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.

(Signature with office seal)

Date:

Place:

FINANCIAL BID

[EVENT / FASHION SHOW MANAGEMENT SERVICE]

(A) Fashion Show: ON 15/12/2018 & 16/12/2018 at Venue address.

Sl. No.	Main Components of Work	Details Required	Rate (In Rs.)	GST (In Rs.)	Amount (In Rs.)
(A)		(B)	(C)	(D)	(E = C+D)
1	For setting make up Room 5 units	4'x2' mirror : 5 nos, Table: 10 nos., Chairs: 10 nos.- for setting up of makeup units			
2	Make up Lights	GE reveal Lamp / any Cross Neutral white LED light set up 10 units Sharphy, Follow spot, smoke, Strove			
3	Standing AC	4 nos.			
4	Changing room	Considered Qty.-10 nos.			
5	Cloth racks with Hangers 15 sets	Racks 15, containing 15 hangers in each Stand.			
6	Refreshment for the crew / volunteers / models	100*50*3 Days			
7	Back stage	8' area. 15 chairs			
8	Stage/ Podium wings	Size 12' X 20', 4 wings 8'x1.5', two steps up 1' and gradual ramp towards the front, with grip /textures surface			
	AC wire masking	Wooden frame masking for lighting			
9	Choreographer	Should have National Repute, and working experience in India Fashion weeks and NIFT Shows.			
10	Show Sound	VRX surround sound			
	Show Lighting	Par 64 - 32nos LED Parcans - 60nos Profile - 10nos Sharphy- 16nos Hegh - 6nos R GB Spot light - 32nos Follow spot-4nos			
	Trussing for light	Truss needs to be coverd up with black masking			
	Trussing for LED Wall				
11	AV equipments	4 sets			
12	Comparer	Celebrity comparer who is Capable of handling formal institutional / corporate to be selected by the officials.			
13	Back drop, Standee, Banners	Back drop, Standee Banners 3, 10 Standee, Hanging Flexes as required			
14	DJ	Working experience with Five star Disco or National level Fashion show.			
	Console	Console with black masking and raised platform			

15	AV Reel / Show Reel	The Show reel must include footage given as Script Guideline By NIFT Official, including important Interviews and Faces of the stars of the events, Product Shoot, Venue Shoot. Interview of high officials etc. Videographer must have Portfolio of Advertising of National repute. Selection of the Photographer should be done by NIFT Officials based on portfolio and experience.			
16	Models	Male 5 nos., Female 20 nos., Kid 5 nos. and Best Industry Models to be selected by NIFT Officials. (8*5) + (3*10) + (2*15)			
		Best Industry Models to be selected by NIFT Officials, supplied by the vendor.			
17	Make up & Hair stylist	2 Make-up and 2 Hair artist and 5 assistants			
18	Flower	50 Rose sticks, Bouquet @ 250 X 10. @ 500 X 4.			
19	Memento for the Guests	20 X2000 = Rs.40000			
20	Photography Still and Videography live display	Live telecast of the show should be done in the AV screens in the building.			
		A group of Five Full frame Digital camera should be used for the recording and Telecast.			
		The entire event to be covered [audio-video] for			
		Fashion show / display and both raw & edited footage			
		To be submitted in Pen Drives and CD in Three copies.			
		Print out in Matte Paper total 150 (two sets) selected images in 4X6" size of all 8 days events as per the NJB Officials direction should cover all events and important guests.			
		A team of Five Photographer must cover the event for Video and Still, ensuring cover from all the aspects and view of the show.			
21	Media Desk and Collaboration	Two Volunteers and Desk with four Chairs.			
		Media kit 60 No @ Rs.500 each (including selected stationeries and literature in printed format provided by the officials.)			
22	High Tea	Fine Tea, Milk tea+ Coffee+3 varieties of Cookies + assorted nuts+ Cupcake + Patties+ Paneer Cutlet @120*150 guests * 2 days Supplied			

		by reputed caterers			
	Quemanager	Quemanager for Media barricading			
23	Social Media Marketing	Social Media Campaign and Event Promotion experts should be engaged of National Repute with More than Five years' experience and Experience of Design and Fashion Shows to be approved by the officials.			
24	Invitation Card Print and Documentation Print out	500 Qty, 4"X7" double fold. Textured Cartridge 220 Gsm, Jute patch to be incorporated., Both Side Digital Print with Spot Lamination @ Rs.40 x 500 = 20000			
		Matching envelop Screen Printed Tri Color			
25	Backstage helper and Volunteer charges NIFT Students Stipend	25 Back Stage helpers and 10 Ushers to be paid @1000 /day			
26	Banquet Chairs with Upholstery and Bow in the back	350 Chairs for Second Floor Fashion show and Seminar Room @ Rs.80 / day x 9 days			
27	Phonography Permission	NOC / Logistical permission for conducting the show To perform all copyrighted music controlled by the Phonographic Performance LTD., (PPL) for the ground event. In addition to PPL, Logistical permission for IPRS& NOVEX may be required and Amusement Tax as applicable @75,000/ day Rs.1,50,000/-			
Grand Total					

Important: The tenderer to quote for all the items above

Note:

1. The venue should be ready by 11:00 am on 15.12.2018 & 16.12.2018
2. The quantity/ scope of work is subject to change and payment will be made on actual
3. The number of items/gifts/ /photographs, etc. may vary and will be paid on actual
4. It is strongly recommended that the bidders should visit and inspect the venue/site during office hours with prior appointment with NJB Officials (Ph.:033-2226 3438) before submission of bid. No extra shall be payable for non-awareness of the site condition and constraints, if any.
5. All the above arrangements are to be made with prior consultation with Concerned NJB Officials/Committees.
6. Arrangements for lunch / refreshments and transportation for crew members, etc. deputed by the Event Manager to be provided by the event manager, no payment will be made by NJB in this regard.

FINANCIAL BID

[EVENT / FASHION SHOW MANAGEMENT SERVICE at NJB Kolkata]

The tenderer shall quote the amount in the following format:

<p>"FINANCIAL BID FOR FASHION SHOW of NATIONAL JUTE BOARD, KOLKATA"</p>
<p>"I/We (_____) on behalf of M/s _____ hereby undertake to carry out FASHION SHOW -2018 as specified in this tender [NIT No. 6/NJB/2018-19] for an amount of Rs. _____(in words Rupees _____) for the event with materials as required and mentioned in Annexure 'E' (i.e. Schedule of Items). The above quoted amount is inclusive of and in accordance with all the statutory liability, Service Charges, Administrative Charges, GST, transportation, etc., as applicable.</p>
<p>_____ Signature of the tenderer/ authorized signatory with date & seal</p>

Note:

1. *Successful Agency should depute technically qualified executive to coordinate the whole event in detail consultation with NJB team*
2. *For items mentioned in Annexure 'E' the bidders must ensure the required quality, materials, dimensions & other parameters and quote accordingly. In case items are not as per specification the same shall not be accepted. No payment, claims for such items shall be entertained.*
3. *Schedule, Venue, Quantity, Scope of Work, etc. are subject to change*