

TENDER TIME SCHEDULE & OTHER DETAILS ,POUSH MELA, 2016

1. Name of work: Poush Mela, Shantiniketan, Bolpur,
23-26 December, 2016
2. Estimated cost: Rs. 5,00,000.00
3. Earnest money: Rs. 10,000.00
4. Security Deposit 5 % of Quoted Value..
5. Last date & time for issue of tender documents: 15th December, 2016 at 17.00 PM
6. Last date & time of receiving the tenders: 20th December, 2016 at at 14.00 P.M.
7. Opening of tenders: 20th December, 2016 at 14.30 P.M.
8. Place for issue of tender documents: National Jute Board, ,(3rd Floor)
3A & B, Park Plaza,
71, Park Street,
Kolkata 700 016.
8. Place for submission of tenders: National Jute Board, ,(3rd Floor)
3A & B, Park Plaza,
71, Park Street,
Kolkata 700 016.
9. Place for opening of tenders: National Jute Board,
3A & B, Park Plaza,(3rd Floor)
71, Park Street,
Kolkata 700 016.

Note: Tenderers or their representatives should be present during opening of tenders at the scheduled date and time.

GENERAL CONDITIONS

1. Rules and regulations of Mela Committee i.e. Shantiniketan Trust should be strictly followed at site.
2. All necessary permission (for fire safety, security system, electricity, and any other) as required shall be obtained before execution of the job and norms shall be strictly adhered to and any incidental expenses incurred in the process shall be paid by the contractor.
3. Tenderer may visit the site and also see the concept design, plan model of the NJB Pavilion before quoting rates.
4. The tender addressed to the Secretary, National Jute Board, 3A & B, Park Plaza, 71, Park Street, Kolkata-700016 should be submitted in Sealed Cover superscribed "TENDER FOR POUISH MELA , 2016-17 "
5. Tenders will have to be dropped only in the Tender Box kept for the purpose at the Board's Kolkata office.
6. The tenderer or his authorized representative should be present during the opening of tenders on 20th December, 2016 at 14.30 P.M
7. Tenderer shall submit Income tax, Sales tax, and Profession tax clearance certificates as applicable and credentials of similar works executed in last three years, along with tender papers.
8. The rates should be item-wise. All rates should be inclusive of Sales Tax, insurance charges, Octroi charges and all other relevant charges. No alternative rates, terms and conditions should be mentioned in the tender. The tenderer will have to provide the analysis of the rate, which they will quote in the laid down items, as and when required.
9. Contractor should take prior approval of all materials as mentioned and their quantities from NJB/Supervising Agency before executing the said job.
10. If at the time of execution of work at site the Board thinks it necessary to incorporate any changes or add any extra item/s of work, the same shall have to be incorporated by the contractor only after obtaining written permission from NJB/Supervising Agency.
11. Additional charges for extra items shall have to be submitted along with analysis of rates for the same before executing the job.
12. All the items of work as laid down should be completed and the Pavilion be handed over to NJB/Supervising Agency 12 hrs. before starting of the mela i.e., on 22nd December, 2016 at 10.00 A.M.

13. Fabrication of stalls/cubicles should be done at site after getting clearance from NJB / Supervising Agency.
14. The tenderer should dispose of, remove, and clear from site all materials/ furniture/ stores used for the show within 24 hrs after the fair is over.
15. All items of work to be executed on hire charge basis or net on salvage value basis, as applicable.
16. Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only) in the form of demand draft/Banker's Cheque/Pay Order / NEFT in favour of " National Jute Board " UCO Bank , CA NO: "07030210001233" IFC –Code "UCBA 0000703" in favour of "National Jute Board" payable at Kolkata will have to be submitted along with completed tenders.
17. The successful tenderer will be asked to submit 5 % of the contract amount as Security Deposit prior to commencement of work. This amount will be released by the Board four weeks after smooth completion of the fair.
18. Final bill should be raised just after handing over the pavilion and the total quantity of the various items used should be certified by the official of NJB/Supervising Agency.
19. Contractor will be provided with Board's terms and conditions set for the participants, their names and also the names of the Board's officers and Supervising Agency designated for the purpose.
20. Bill should have to be raised at every stage of payment.
21. All items of work included in the tender should be carried out in consultation with the Board/Supervising Agency. For each item of work executed without the consent of the Board/Supervising Agency, penalty will be charged, amounting to two times the quoted amount of the said item/s.
22. The tenderer must sign all the pages of the tender paper before submission of the tender to convey their acceptance to all terms and conditions.
23. Arrangements of working light in all areas of the pavilion will have to be done by the selected contractor at their own cost. Necessary precaution on Fire & Safety to be arranged by the Tenderer at their cost.

Terms of payment will be as follows:-

- (i) 25% along with the work order.
- (ii) 55% immediately after completion of fabrication of the work at site, but before starting of the fair & the job being duly certified by the authorised Supervising Agency/designated official of the Board.
- (iii) 20% after dismantling of the pavilion and removing of all the materials from site on completion of the event, after the same is duly certified by the designated official of the Board, as also on producing "**NO-DUE**" certificate from the mela authorities.

GENERAL GUIDELINES

1. The structure: - Bamboo framed structure covered with tin/aluminium sheeting on both roof and side walls and painted with fire retardant paint, inside lined with canvas.
2. Internal walls: All sides of stalls, except openings, should be made of 6 mm thk. Commercial plywood duly framed with hardwood.
3. Flooring: 35 mm. thk. hardwood flooring supported on bamboo framing upto 0.3 mtr. High from the existing ground level.
4. Octonorm/syma systems in laying out internal partitions may be given special weightage in selecting the contractor.
5. Floor of the stalls and pathways to be covered with natural colour, plain weave jute matting. Unitex carpet to be laid on the floor in the V.I.P. lounge.
6. Glass panel to be provided in partition wall of reception and VIP/ officers' lounge.
7. Fascia of the each stall should be 300 mm wide and along the entire length of the opening and the name of stall should be clearly written.
8. Height of the partition walls (of stalls, etc.) should be 2500 mm from the floor level.

NJB Pavilion at Poush Mela, 2016

Bill of Quantity

Sl. No.	Schedule of Items	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
1.	Super Structure : Wooden super structure with Sal wood pillar, Bamboos, wooden frame with waterproof roofing, all complete	SFT	5000		
2.	Facia (Front & Back) : Made of 2" x 1" wooden frame covered by 4mm, commercial ply including 2 glass panels (round 4ft dia each), painting, colouring including vinyl cut-out lettering as per design attached.	SFT	2328		
3.	Platform : (a) Wooden Platform 6" height made of wooden block board. (b) To be covered by good quality approved colour unitex or similar brand jute carpet.	SFT SFT	5000 5000		
4.	False Ceiling : To be made of 2" x 1" wooden frame covered by new 7oz/10oz colour hessian.	SFT	5000		
5.	Inside Walling : Made of 2" x 1" wooden frame covered by 4mm commercial ply with painting (12ft height as per drawing design enclosed).	SFT	3240		
6.	Outside Walling : Made of 2" x 1" wooden frame covered by new jute.	SFT	3746		
7.	Inside Decoration : (a) 27 cubicals will be made by syma system, each in size of 8ft height x 10ft depth x 6.5ft width. (b) 8 cubicals 8ft height x 10ft depth x 10ft width. (c) VIP room and Reception	SFT SFT SFT	3640 960 216		
8.	Furniture : (a) Counter Table in size of 3ft height x 2½ft width x 1½ft depth. (b) Plastic moulded armed chair (c) 3-Seater Sofa set 2-seater Sofa set Centre Table Side Table	Nos. Nos. No. Nos. No. Nos.	45 45 1 2 1 2		

9.	Reception Counter : 1 no. reception counter made of wooden block board with 6 nos. decorative chairs, TV with Audio-visual system with 2 nos. extra plug points, painting and all complete as per design.	No.	1		
10.	Lighting : (a) Spotlight (Philips) (b) Covered Fluorescent Light (Philips) (c) White metal light (1000 W)	Nos. Nos. Nos.	170 60 8		
11.	Gate (Entrance & Exit) : Collapsible gate 8ft x 6ft	Nos.	2		
12.	Name and Logo : NJB Logo should be made of vinyl cut-out	Nos.	2		
13.	Flower Pots	Nos.	200		
14.	Maintenance and Cleaning : Maintenance and Cleaning should be made during the exhibition period	SFT	5000		
15.	Plastic waste paper basket	Nos.	40		
16.	Security : 2 guards in each shift	1	Job		
17.	Portable fire extinguisher	Nos.	5		

NOTE :

- i) Material including furniture should be highly elegant and to be approved by NJB and appointed agency
- ii) All materials will be on hire basis. Prices to be quoted accordingly

TOTAL :

(Rupees)

Signature of authorized representative
with date and stamp