

NATIONAL JUTE BOARD

CHENNAI REGIONAL OFFICE

NIT No. 16/NJB/Tender/JF-Madurai/2014-15

Dt. 08/12/2014

TENDER NOTICE FOR "JUTE FAIR - Madurai"

Sealed Tenders are invited by the Secretary, National Jute Board (NJB) from the bonafide interior decorators/exhibitors or repute and with good financial standing for design, decoration and setting up of NJB's stalls at the Ground floor of M/s. **V.S. Chellam Century Hall** of M/s. V.S. Chellam Sundarameenakshi Mahal, 136-G, Kamarajar Salai, Madurai, in a total area measuring 5,500 sq.ft., for an exhibition to be held at Madurai from 31st Dec'14 to 4th Jan'15. The hall will be available on 30th Dec'14, at Madurai, morning. The job involves fabrication of around 25 – 30 stalls with enclosures of more or less 48 to 64 Sq. ft. each, for sales arrangement, one stall with enclosures of more or less 100 sq. ft. each for NJB Office and one stall for "Theme Pavilion" with enclosures of more or less 150 - 200 sq.ft. etc. The above job should be completed by 18.00 hrs., on 30th Dec'14. Similarly, the installation should be dismantled on conclusion of the exhibition at 23.00 hrs. on 4th Jan'15, night itself.

Each stall will have to be provided with one table, two Chairs, one table cloth, One Plug point, three tube lights and two Spotlights. General Lighting, decoration and fans will be required along with Welcome Banner (Fascia) of the size 12 ft.(W) x 4-ft(H)., in Digital Printout, and other matters in vinyl cutout in flex base material at the Entrance of the Hall, with 2 nos. side panels of size 12 ft (H) x 2 ft (W) (Matter for Fascia/Banner will be provided a week before the event), for the event. Name boards with names of the participants of suitable size will have to be provided (one name per stall - names will be provided one/two day before the respective event.

2 nos. reception cum display counters, of 1 mtr 1/2 mtr x 3' - with Glass Top, with 3 sides 6" ht Glass, bottom 21/2' with 3 sides covered with ply and inside 1 mtr x 1/2 mtr with Display sheet in ply covered with velvet cloth, to be provided.

1 No. Illuminated NJB Logo or Jute Surprisingly Logo of 2' Dia Round Display board fixed with serial light around 2' Dia - For display at the entrance.

2 Nos. Product Display Board/shelves, in Octonorm system size 7' x 3' with stand (9' height), portable stand, for display purposes.

Specifications of arrangements required for THEME PAVILION :

6 sets of Display Multi-level Podiums of 1ft x 3ft (Length x Breath) and 1 ft height – 4 nos and 2 ft height – 2 Nos and display area in soft board duly covered.

8 nos. of Display shelves of 4 ft' length, 9" width, using plywood sheet & aluminum channel supported to back wall of the stall, in Theme pavilion (Contractors to be ready with 1/2 mtr. width rack also, depending upon the requirement).

30 spotlights, 6 fans, 10 flowerpots and 6 to 8 halogens are to be provided. Diversified jute products, photo blow-ups and bromides for display in Theme pavilion will be supplied by NJB.

The hall is to be provided with

1. 1 no. 'Thank you, Please Visit Again' board (Hanger Sign Boards)
2. 2 nos. 'No Smoking Please' boards. (Hanger Sign Boards)
3. 4 nos. direction/Sign boards, with stands.
4. 2 no. of Plug point at Office & 4 Nos. of Plug point facility at Theme pavilion, is to be provided. Each Stalls to have separate plug points.
5. 2 nos. Hanging Sign boards, with text "Visitors are requested to see the Products displayed in the Theme Pavilion, **WITHOUT** touching the products"
6. 2 Nos. Hanging Sign boards, with Text "Business Visitors are requested to enter their **Enquiry** details (or) your '**REMARKS**', in the "VISITOR's Book, please".

Inaugural Arrangements:

A red colour ribbon (10 Mtr) & 1 No. Scissor & one decorative tray, suitable for inauguration, are to be placed at the entrance of the hall for inauguration.

Arrangements will have to be made for photographing the inauguration on 31st Dec'14 at Madurai (Timing of inauguration will be intimated, later). Around 50 photographs in cabinet size will have to be taken [In addition, 5 sets of 6 selected photos – Total 30 copies of inaugural photograph in Colour, has to be delivered on the inauguration day at 4.00 p.m. and the rest (45 nos.) of the photographs (colour) one copy each], respectively. Any change in the inauguration timing will be informed well in advance.

The whole job is to be executed as a 'TURNKEY PACKAGE' and final payment will be made only after the satisfactory completion of the event.

Electricity charges (actuals) will be borne by NJB. Necessary approval from concerned State Electricity Board is to be obtained by the Tenderer/s. The rates should include the total hiring charges for all the above inclusive of To & Fro transportation, erection, Generator Hire charges, maintenance throughout the period of exhibition and dismantling. **The charges quoted should include the taxes and duties and Service Tax, applicable, respectively. Income tax (TDS) will be deducted at the time of making the payment at the applicable rates.**

Sealed tenders, for the above event, complete in all respects superscribing the envelope "**Jute Fair'14 - Madurai**" and addressed to '**The Secretary, National Jute Board, No. 25 (Old No. 10), Kodambakkam High Road, Nungambakkam, Chennai 600 034**' should reach not later than 14.00 hrs on **12-12-2014**. Tenders will be opened on the same day at 15.00 hrs. in the presence of tenderers.

No responsibility is accepted for postal delays.

The NJB reserves the right to accept or reject any offer in full or in part or all the tenders without assigning any reason/s, whatsoever.