



NATIONAL JUTE BOARD

A statutory body under Ministry of Textiles, Govt. of India
3A & 3B Park Plaza, 71 Park Street, Kolkata – 700 016

Tel : 033-2217-2107, 2217-2540, 2226-3438

Fax: 033-2217-2456

E-mail: jute@njbindia.in,

Website: <http://www.jute.com>

NIT No. 2/NJB/Sonali Dakshinapan/Renovation/2015-16 Date: 24/04/2015

National Jute Board invites sealed tenders from Building & Structural Contractors/Interior decorators of repute with good financial standing for renovation of its Sonali Showroom at Shop No.F-1, Dakshinapan, CIT Complex, 2, Gariahat Road (South), Kolkata-700 068. Estimated cost of the renovation work is Rs.33,60,000/-.

Agencies intending to participate in the Tender process may obtain the 'Tender Document' from the Office of National Jute Board, Kolkata between 27th and 30th April, 2015 during 11.00 hrs.-16.00 hrs. (on working days) or download the same from NJB's website. Details of the Tender may be seen at NJB's Website: www.jute.com.

Tenders received after due date / incomplete / without requisite documents shall be summarily rejected. NJB reserves the right to reject any or all the Tender(s) without assigning any reason thereof.

Secretary
National Jute Board

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Sealed Tenders are invited by the Secretary, National Jute Board (NJB) from interior decorators/building & structural contractors of repute with good financial standing for renovation work of Sonali Showroom in Shop No.F1, Dakshinapan, CIT Complex, 2, Gariahat Road (South), Kolkata-700 068.

- 1) Approximate cost of the work: Rs.33,60,000/-.
- 2) Period of Completion of Work: 60 days from the date of the Work order.
- 3) Earnest money Rs.65,000/- being 2% of approximate cost of the work in the form of Pay Order drawn in favour of National Jute Board to be deposited by the Tenderer.
- 4) Date of submission of Tender: 4th May, 2015 upto 2.00 P.M. in the Office of the NJB, Kolkata.
- 5) Opening of the Tender documents: 4th May, 2015 at 3.00 P.M in the Office of the National Jute Board, Kolkata.
- 6) Details of Tender may be seen at www.jute.com.

Agencies interested to participate in the tender process may submit tender application complete in all respects in a sealed cover superscribed as “Tender for Renovation work at Sonali Showroom, Dakshinapan, Kolkata-700 068” addressed to The Secretary, National Jute Board at above address.

The contractors / interior decorators will carry out the job of renovation strictly in accordance with the approved schedule of work with the highest standards of professional excellence, coupled with ethical competence and integrity having due regard to the terms, conditions set for the purpose.

Eligibility Criteria:

- (i) The tenderer should be having experience of completion of one interior decoration/Building Construction Work in Kolkata for minimum of Rs.20.00 lakhs in the last one Financial Year **or** should be having experience of completion of two similar jobs for minimum of Rs.10.00 lakhs each in the last two Financial Years **or** should be having experience of completion of similar jobs under Govt., Semi-Govt. and Public Sector Undertakings in the last three Financial Years.
- (ii) The tenderer shall have at least one architect of 5 years' experience.

Authenticated documents should be submitted in Packet B – Technical Bid.

Tenders must be submitted in 3 (Three) parts:

- **Packet A:** Earnest Money Deposit.
 - (a) The packet must be superscribed “**Packet A – EMD**” and also bear the name of the tenderer.
 - (b) Packet A must contain Earnest Money of **Rs.65,000/-** (Rupees sixty five thousand only) in the form of Demand Draft / Pay Order drawn in favour of “**NATIONAL JUTE BOARD**”, payable at Kolkata along with a covering letter.
 - (c) The Earnest Money Deposit envelope will be opened first.
- **Packet B:** Technical Bid – Clientile and Credential – Also with specific reference to eligibility criteria.

- (i) The packet must be superscribed “Packet B – Technical bid” and also bear the name of the tenderer.
- (ii) Packet B must contain:
- (a) Clientele and Credentials.
 - (b) Completion Certificates from reputed clients of Kolkata – Proof to be submitted with specific reference to eligibility criteria.
 - (c) Ownership document of the company and address & telephone number in Kolkata.
 - (d) Annual Turnover for the last three years showing separately the turnover of similar jobs – Proof of documents duly audited by the Chartered Accountant to be submitted with reference to eligibility criteria.
 - (e) Infrastructure and capability including country-wide presence - Proof of offices in Kolkata evidenced by attested copies of **registration under the Shops and Establishments Act or equivalent Government regulation**. The tenderers must have Full Service Operations in own custody as required for the renovation work.
 - (f) Compliance with regulatory requirements such as PAN, Service tax, Professional tax Nos., etc. - attested copies of (wherever applicable) **Income Tax / Service Tax / Professional tax returns** for the last three assessment years.
- **Packet C:** Financial bid in a separate sealed cover containing the “Schedule of Tender” duly filled in with rate and amount in the format prescribed. Financial bid will be opened only for the tenderers who submitted the required Earnest Money Deposit and who have been technically found qualified by the Tender Committee.

Packet A will be opened on **4th May, 2015 at 3.00 P.M** in the office of the NJB. Tenderer may remain present.

Packet “B” of the qualified tenderers will be opened **on the same day** for technical evaluation by the Tender Committee. For those tenderers whose technical bids receive the minimum qualifying marks (50 out of a possible maximum of 70) from the Evaluation Committee, the **Financial Proposal will be opened at a later date to be intimated** to all concerned. If a Technical Bid does not receive the minimum specified marks, the corresponding Financial Bid will not be opened.

Packet “C” of the Tenders will be opened on after the evaluation of the Technical Bids. If a Technical Bid does not qualify, the corresponding financial bid will not be opened.

The Financial Proposals will be evaluated and marked on a *pro rata* basis, i.e., the lowest bidder (*LI*) will be given the maximum marks out of 30 and other bids (*n*, *n1*, *n2*, etc.) will be marked according to the **formula “ $LI/n \times 30$ ”**

➤ **EVALUATION OF THE TENDER**

- After the evaluation of eligibility criteria and technical competence, NJB will intimate the agencies whose proposals did not meet the minimum qualifying mark indicating that their financial proposals will not be opened.
- NJB will simultaneously intimate those agencies those have secured the minimum qualifying mark, and indicate the date and time set for opening the financial proposals.
- The financial proposals will be opened in the presence of representatives of the agencies.
- The names of the agencies and the offered prices will be read aloud and recorded when the financial proposals are opened, and a copy of this record will be retained.
- Marks obtained in both Technical and Financial bids will be added for preparation of a list of panel. Bidder who secured highest score will be considered as *LI* and so on.
- Agency considered as *LI* would be awarded the job subject approval of competent authority.

Tenderers may visit the NJB’s website at www.jute.com and check the information under “Tender Notice” to know details of the Tender.

All intending tenderers may visit the site and approach the office of the NJB for any information that they may require for the purpose of formulating their Tender. NJB reserves the right to reject the entire Tender without assigning any reason thereof.

**Secretary
National Jute Board**