



**EMPANELMENT OF EVENT MANAGEMENT AGENCIES**

**FOR**

**DESIGN, FABRICATION, DECORATION AND SETTING UP**

**OF NATIONAL JUTE BOARD PAVILION IN EXCLUSIVE**

**JUTE FAIRS IN INDIA DURING 2019-20.**

**TENDER DOCUMENT**



## NOTICE INVITING TENDERS

### EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF NATIONAL JUTE BOARD PAVILION IN JUTE FAIRS IN INDIA DURING 2019-20.

#### 1. STATEMENT OF PURPOSE.

The National Jute Board (NJB), a Statutory Body under the administrative control of the Ministry of Textiles in the Government of India, is responsible for development and promotion of jute and jute products in India and abroad. As part of its promotional initiative, NJB organizes participation of jute entrepreneurs / exporters in series of Jute fairs in India to facilitate them to display, promote and sell jute products in domestic market.

#### 2. TENDER OUTLINE.

NJB is having its H.Q. at Kolkata. It has also its Regional Offices at New Delhi, Chennai and Hyderabad. The tentative Jute fairs as given at **Annexure-I** are approved activities as per Annual Action Plan of NJB to be organized during 2019-20 by the respective NJB offices.

The functional jurisdiction of NJB H.Q. and its Branch offices are:

#### Jurisdiction

(a)	<b><u>KOLKATA</u></b>	:	National Jute Board 3A & 3B, Park Plaza, 71 Park Street, Kolkata - 700 016 Tel : 91 33 2226-3438/2217-2107 Fax : 91 33 2217-2456 Email :jute@njbindia.in Website : <a href="http://www.jute.com">www.jute.com</a>	Assam, Andaman & Nicobar, Arunachal Pradesh, Bihar, Meghalaya, Manipur, Mizoram, Nagaland, Odisha, Sikkim, Tripura, Chhattisgarh, Jharkhand, West Bengal.
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(b) <b><u>DELHI</u></b>	: National Jute Board "Prakash Deep" Flat Nos.508 & 504, 7, Tolstoy Marg, New Delhi-110 001 Tel : 011-23352652 / 23310884 Fax : 011-23353519 Email: njbdel@gmail.com	Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab, Rajasthan, Uttarakhand, Uttar Pradesh, Gujarat, Madhya Pradesh
(c) <b><u>CHENNAI</u></b>	: National Jute Board 'TNSCB Complex', Pillaiyar Koil Thottam, Ground Floor, No 130 R. K. Mutt Road, Mylapore Chennai-600 004 Tel : 044-2462 0059 Fax : 044-2462 0069 Email: njbchennai@gmail.com	Karnataka, Kerala, Lakshadweep, Pondicherry, Tamil Nadu
(d) <b><u>HYDERABAD</u></b>	: National Jute Board Chenatha Bhawan 1 <sup>st</sup> Floor, Nampally Hyderabad-500 001 Tel : 040-24656733 Fax : 040-24614918 Email: njbhyd@gmail.com	Andhra Pradesh, Dadar and Nagar Haveli, Goa, Daman & Diu, Maharashtra.

NJB invites Tenders from Event Management Agencies of repute with good financial standing for design / fabrication / decoration / setting up of NJB pavilion in Jute Fairs in India during 2019-20.

Tenders are to be submitted in a sealed cover superscribed as "Empanelment of Event Management Agency" for Jute Fairs 2019-20 and addressed to the Secretary, National Jute Board, 3A Park Plaza, 71 Park Street, Kolkata-700 016. The Tenders may be dropped only in the TENDER BOX kept for the purpose, at National Jute Board (NJB), Kolkata. Tender may also be sent by Speed Post / Courier addressed to the Secretary, National Jute Board. Tenders will be received upto **13.00 hrs. on 10<sup>th</sup> July, 2019** and opened at **15.00 hrs. on 10<sup>th</sup> July, 2019** at NJB's Head Office at Kolkata in the presence of the Tenderers. Tenders received after stipulated date and time will not be accepted. The Board reserves the right to reject any or all the Tenders without assigning any reason/s whatsoever.

3. **Important to NOTE :**

(a) Agencies are advised to carefully read the terms and conditions as enclosed at **Annexure-II** before submission of Tender and submit the same duly signed and stamped as taken of acceptance in PACKET - A

(b) Agencies interested to participate in the Tender for more than one Jute fair, are advised to submit Tenders for each Jute Fair separately.

4. **Tenders must be submitted in 2 (Two) parts**

(a) **Packet A: Technical & Earnest Money Deposit.**

Packet A should contain the following documents :

(i) Profile of the bidder – Copies of documents duly signed / stamped by the Agency should be submitted.

(ii) Previous experience of handling similar nature of job. The Company must have 3 years work experience in execution of similar job – Copies of documents duly signed / stamped by the Agency should be submitted.

(iii) A certificate from CA verifying in turnover of the applicant bidder for last 3 financial years should be submitted.

(iv) Latest Income Tax Return, copy of PAN card and Trade license – Copies duly signed / stamped by the Agency should be submitted.

(v) The bidder should submit a declaration that the company has not been blacklisted by any Govt. Organisation during last 3 yrs. In case of furnishing of any fake information or suppression of facts, the Tender application shall be liable for rejection.

(vi) Infrastructure and capability of the Agency at the place of the Jute fair - A declaration on availability / stock of all basic fabrication materials viz: Syma panels, octanorm system, space frame structure, lightings, accessories and all such items required for fabrication / decoration / setting up of the Jute Pavilion (Complete address of availability of the stocks may be mentioned).- should be given on Agency's letterhead duly signed and stamped by the Agency.

(vii) Terms & conditions duly signed and stamped by the Agency.

(viii) Earnest Money of **Rs.25,000/-** (Rupees Twenty 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. Tenders not accompanied by the Earnest Money will be rejected. Earnest Money of the unsuccessful bidders will be refunded within 30 days.

All the documents as mentioned above should be arranged serially with page number and a declaration on total pages of documents as contained in **PACKET A.**

**Packet A** will be opened **on 10<sup>th</sup> July, 2019 at 15.00 hours** in the office of the NJB, Kolkata. Tenderer may remain present.

An Evaluation Committee in NJB will carry out performance evaluation of the Agencies, strictly on the basis of documents submitted in the technical bid (Packet – A) for each Jute fair. The evaluation will be based on profile of the bidder, experience, track record and the background of the Agency. The Agencies those who are considered and recommended by the Committee, the financial bids of those Agencies shall be opened. The financial bid of the Agencies will be considered for L1, L2, L3 and so on. The Agencies whose Packet-A could not be considered by the Evaluation Committee, their financial bid shall not be opened. The decision of the Committee is final and no further communication will be entertained.

(b) **Packet B:- FINANCIAL BID**

(i) Financial bid should be submitted in the prescribed format duly filled in as given at **Annexure-III** with signature and stamp by the Agency. Please note that Bidders must give the price quote against each schedule of items and make total and add applicable tax. The Financial bid complete in all respects should be submitted in sealed envelope superscribing Financial bid for Jute Fair at .....

(ii) Agencies may note that conditional bids are not allowed and shall be liable for summarily, without assigning reason thereof.

(iii) Packet B of the qualified Agencies will be opened subsequently by the Committee constituted for the purpose and the date and time of opening would be informed to the Qualified Agencies. NJB is not bound to accept the lowest tender or to assign any reason for non-acceptance.

5. Intending tenderers may approach the offices of the NJB for any information that they may require for the purpose of participation in the Tender. NJB reserves the right to reject any or all the Tender (s) without assigning any reason thereof.

**Secretary  
National Jute Board**

**ANNEXURE – I****Tentative Jute Fairs, proposed to be organized by  
National Jute Board during 2019-20.****By Kolkata Office**

<b>Sl. No.</b>	<b>Activity</b>	<b>Place (Indicative location &amp; subject to Change)</b>	<b>Month / Period (Tentative &amp; subject to Change)</b>
1.	Jute Fair	Jamshedpur	To be decided
2.	Jute Fair	Mumbai	Jan., 20
3.	Jute Fair	Ranchi	Feb., 20
4.	Jute Fair	Bhilai	Mar, 20

**By Delhi Regional Office**

1.	Jute Fair	Shimla	To be decided
2.	Jute Fair	Lucknow	Aug/Sep., 19
3.	Jute Fair	Chandigarh	Oct., 19

**By Chennai Regional Office**

1	Jute Fair	Chennai	To be decided
2	Jute Fair	B'lore/Mangalore	Sep., 19
3	Jute Fair	Coimbatore	Nov., 19
4	Jute Fair	Calicut	Dec., 19
5	Jute Fair	Madurai	Jan., 20
6	Jute Fair	Trichy	Feb., 20

**By Hyderabad Regional Office**

1	Jute Fair	Nagpur	Sep., 19
2	Jute Fair	Pune	Oct., 19
3	Jute Fair	VZA/Vizag	Feb, 20
4	Jute Fair	Surat	Mar., 20

**ANNEXURE-II****TENDER FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF NJB PAVILION IN JUTE FAIRS IN INDIA DURING 2019-20****TERMS AND CONDITIONS**

1. Tenders in sealed envelope addressed to the Secretary, National Jute Board should be 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 the Secretary, National Jute Board before the stipulated date.
2. The Technical Bid duly signed and stamped with page numbers and Earnest Money Deposit(EMD) of Rs.25000/- (Rupees Twenty Five Thousand only) in the form of Pay Order / Demand Draft drawn in favour of "National Jute Board" payable at Kolkata should be submitted in PACKET A. Financial Bid on schedule of items should be submitted in a separate envelope. No interest shall be paid on the EMD and will be returned to the unsuccessful bidders after finalization of the Tender. The EMD of the successful bidder will be retained by NJB and adjusted with security deposit. 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; the EMD will be forfeited.
3. PACKET A of the Tender shall be accompanied by documents highlighting list of organizations where the Agency has also rendered similar services. The completion certificates from the those mentioned organization are to be enclosed along with the Work Order.
4. PACKET B- Financial bid should be submitted in the Format at **Annexure III** giving Price Quote against the Schedule of items.
5. Incomplete Tender documents or partly filled schedule of items, rates and amount or if the particulars & data (if any) asked for in the schedule to the tender are not filled in, will be summarily rejected.
6. In case 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.
7. 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, Annual turnover,

etc. to select the Agency. The decision of NJB for selection of successful bidders in such situation will be final in all respect and will be binding on all the tenderers.

8. Payment shall be made after successful completion of the job and 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.
9. Schedule of items as given at **Annexure III**, are tentative and subject to change. NJB reserves the right to add/ alter/ remove any item from the schedule, based on the actual need. So, based on the situation & requirement, the payment will be made accordingly on pro-rata basis, on actual.
10. Agencies must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Statements 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.
11. Financial Bid to be quoted only for the services as mentioned at Annexure-III. If the Financial Bid is found not in order or not according to the prescribed format, the same may be liable to be rejected even if, the agency is qualified in the Technical Bid. Qualifying in the Technical Bid(Packet A) does not ensure acceptance/ qualifying for opening of Financial Bid and decision of NJB to this effect shall be final and binding.
12. The successful bidder shall not engage any sub-contractor, sub-agent to organize the events.
13. The Agency should be registered with GST and should enclose copies of the relevant certificate along with Technical Bids(Packet A). The Agency should also possess current Trade Licence and PAN Card.
14. The venue complete in all respect should be ready before the programme scheduled on all the days failing which penalty @ 10% of work order value 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.
15. NJB reserves the right to relax any condition if so needed and decision of NJB to this effect shall be final & binding.
16. On acceptance of 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.
17. 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 the event and safeguarding NJB's dignity. Time schedule, venue, etc. are subject to change and shall be informed accordingly and the successful bidder should execute the work accordingly. The layout and design plan of the Jute Pavilion is required to be submitted by the selected Agency for approval.

18. Any Corrigendum/ Addendum/ Notification w.r.t. this tender will be published at our website: [www.jute.com](http://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.
19. All disputes are subject to Kolkata Jurisdiction only. 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, West Bengal.
20. 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-III

**TENDER FOR EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR DESIGN,  
FABRICATION, DECORATION AND SETTING UP OF INDOOR NJB PAVILION IN JUTE  
FAIRS IN INDIA DURING 2019-20**

**(FORMAT FOR SUBMISSION OF FINANCIAL BID)  
(TO BE SUBMITTED ON AGENCY'S LETTERHEAD)**

## Tentative Bill of Quantity (BOQ)

- Jute Fair in a Covered Space (Hall) ( approx. 5000 sq.ft)
- Jute Fair Duration: 5days
- Requirement and activities/Quantities are tentative and subject to change

Sl. No.	Schedule of Items	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
01	<p>Fabricated Stalls :</p> <p>a. Size : 3mtr x 3 mtr</p> <p>b. Nos : 25 nos</p> <p>c. System : Octonorm Syma panel</p> <p>d. Stall Fascia:</p> <p>Having name of the participating units and logo of NJB</p> <p>e. Furniture &amp; Fixture : Each stall will have</p> <ul style="list-style-type: none"> <li>➤ Sale Counter Table - 2 nos. 3ft(L)x1.5 ft (w), with table cloth</li> <li>➤ Chairs- 2 nos.</li> <li>➤ Waste paper Basket – 1no.</li> <li>➤ LED Light – 6 nos,</li> <li>➤ Electric plug point – 1 no.</li> </ul>	No.	25		
02	<p>Reception / Office cum Product Display Area ( Including merchandising &amp; Decoration)</p> <p>a. Size : 150 sq.ft covered with Jute cloth</p> <p>b. System : Wooden panel</p> <p>c. Fascia: Logo , National Jute Board</p> <p>d. Furniture:</p> <ul style="list-style-type: none"> <li>➤ 3 seater Sofa set - 1no.</li> <li>➤ 1 seater Sofa set – 2 nos.</li> <li>➤ Centre Table with Glass Top – 1no.</li> <li>➤ Display Table – 2 nos. (3ft x 3 ft )</li> <li>➤ Waste paper Basket-1no.</li> </ul> <p>e. Promotional Jute Slogan printed in flex (2 ft x 1 ft) :10 nos.</p> <p>f. LED Light : 10 nos</p> <p>g.LED TV (40 inch) with USB option: 1 no.</p> <p>h. Plug Point : 2nos.</p> <p>i. Pedestal Fan : 2 nos.</p>	Lump-sum	01		

Signature and Stamp of the Agency

03	Carpeting : Entire covered space of 5000 sq.ft and the passage at the entrance (20 ft x10 ft) with good quality carpet.	SFT	5,200		
04.	Main Fascia : (a) Preparation of artwork, printing, Fabrication & Fixing of Front Fascia at the Entrance Gate of the Hall [ 12 ft(W) x 4ft (H)] on wooden frame covered with flex ( Artwork to be approved by NJB)  (b) Proper lighting of the main fascia with white Halogen Light (400W) - 4 nos.	SFT  No.	48  04		
05.	General Lighting/ Fan in the Hall (a) Tube Light/ Led Light -15 nos (b) Halogen Light ( white) - 400 W -4 no (d) Pedestal Fan – 10 nos.	No No. No.	15 04 10		
06.	Arrangement of D.G. Set with minimum40 KV load capacity in along with fuel and operator during the exhibition period	Lump sum.	01		
07.	Maintenance and Cleaning round the clock	Lump sum	01		
08.	Fire Safety Measures: Portable fire extinguisher at different location inside the Hall	Nos	10		
09.	Security :2 guards at the entry and exit points during the exhibition period and 2 guards during night time	No.	20		
10.	Inaugural Arrangement (a) Floral decoration, preferably with Jute based decorative items. (b)Inauguration lamp with red ribbon /scissor/candle in a tray with flower petals ( c) Photography with Pen Drive and Album (d) Provision of Drinking water	Lump sum	01		
11.	Arrangement of POS terminal including one dedicated manpower during the event.	Lump sum	01		

Total Rs .....

(1 to 11)

Add applicable Tax : \_\_\_\_\_

(. . . . .%)

Total Rs \_\_\_\_\_

(Rupees .....

Signature and Stamp of the Agency

**NOTE :**

- i) Hall Rent ,Electricity Consumption Cost will be borne by NJB . The Hall will be available one day before the Jute Fair and should be dismantled after the exhibition is over on the same day
- ii) The selected agency will coordinate with the Local Administration / Municipality for obtaining Permission for organizing the Jute Fair . Fire & Safety, Statutory requirement, Sanitation, etc shall be the responsibility of the agency.
- iii) Cost of Publicity campaign will be borne by NJB – The Agency to coordinate whenever required. All artwork related to publicity to be prepared and approved by NJB.
- iv) Material including furniture should be highly elegant and to be approved by NJB .
- v) All materials will be on hire basis. Prices to be quoted accordingly. Applicable tax should be shown separately and added to the total.
- vii) This BOQ is an indicative, tentative and subject to change. However, the total cost will be determined on actual quantity of jobs executed by the Agency taking into account the unit price quoted in the BOQ.
- viii) Arrangement of POS terminal at the Exhibition.

**TOTAL :**

(Rupees .....)

Signature of authorized representative  
with date and stamp