

NIT FOR NJB STALLS IN INTERNATIONAL KOLKATA BOOK FAIR TO BE HELD AT CENTRAL PARK, SALT LAKE CITY DURING 31ST JANUARY TO 11TH FEBRUARY, 2019.

**NATIONAL JUTE BOARD MINISTRY OF TEXTILES, GOVT. OF INDIA,
3A, & 3B, PARK PLAZA, 71, PARK STREET, KOLKATA – 700 016**

TENDER NOTICE

NIT No10/NJB/Intl.Kolkata Book Fair/Tender/ 2018-19

Dt. 16 January, 2019

Sealed tenders are invited by the Secretary, National Jute Board (NJB) from Fabricator/Interior Decorators/Industrial Exhibitors of repute with good financial standing for Fabrication, Decoration and setting up of NJB stalls in Intl Book Fair to be held at Central Park, Salt Lake City during 31st January to 11th February, 2019. Tenders are to be submitted in a sealed cover superscribed as “NIT for NJB STALLS IN INTL BOOK FAIR TO BE HELD AT CENTRAL PARK, SALT LAKE CITY DURING 31ST JANUARY TO 11TH FEBRUARY, 2019.” addressed to the SECRETARY, NATIONAL JUTE BOARD, 3A & 3B, Park Plaza, 71, Park Street, Kolkata-700016.

Tenders will be received **upto 12.00 hrs. of 23rd January, 2019** and opened at 15.00 hrs. on **23rd January, 2019** at NJB’s Head Office at 3A & 3B Park Plaza, 71, Park Street, Kolkata-700 016.

The Board reserves the right to reject any or all the tenders without assigning any reason/s whatsoever.

The tenders will be received through post / courier and considered if received before the scheduled date and time. The tenders may also be dropped in the Tender Box kept for the purpose at National Jute Board (NJB), 3A & 3B, Park Plaza, 71, Park Street, Kolkata-700 016.

A. SUBMISSION OF TENDER:

The following points may be noted while submitting the Tender Document:

1. The Tender will be submitted in 2 (two) separate sealed envelopes superscribed as:
Packet A: Technical Bid (Credentials, Earnest Money Deposit)
Packet B: Financial Bid
2. The tenders should be submitted in two separate packets put into one packet superscribed as “NIT for NJB STALLS IN INTL BOOK FAIR TO BE HELD AT CENTRAL PARK, SALT LAKE CITY DURING 31ST JANUARY TO 11TH FEBRUARY, 2019”. Packet A will be opened first, followed by the presentation and Financial Bids. Financial Bids will be opened only for the Tenderers who submitted the required Earnest Money Deposit and who have been found by the Tender Committee to be technically qualified.

Date and time of Opening of Price-bid: Shortly after opening of Technical bid

Place of Submission of Tender and Presentation: NATIONAL JUTE BOARD (NJB), 3A & 3B, PARK OPENING OF TENDERS PLAZA, 71, PARK STREET, KOLKATA – 700 016

B. Packet A –Technical Bid:

1. Earnest Money Deposit of Rs. 3,000/- (Rupees Three thousand only) which is refundable in the form of Demand Draft in favour of “NATIONAL JUTE BOARD” payable at Kolkata.
2. **Minimum qualification criteria shall include –**
 - I. Proof of the 3 years annual turnover. The average turnover for last 3 years should not be less than Rs. 15 lakhs per annum.
 - II. Aadhar Card Number of the applicant signing the bid.
 - III. Registration Certificate.
 - IV. PAN Card number & latest Income Tax clearance certificate.
 - V. GST No..
 - VI. Audited financial statements for last three years.
 - VII. Minimum 5 years experience to executed the event and exhibition
 - VIII. Copies of work orders and satisfactory completion certificates to be enclosed.
3. The Tenderer should submit a letter conforming that it has understood all the terms and conditions of the assignment, and undertakes to abide by all the terms and conditions detailed in the Tender document.
4. All Tenderers should submit an undertaking that they have never been blacklisted by any Govt. of India, Ministry/ Deptt./ authority/ organization/ agency. The Tenderer will also make an undertaking to the effect that they have complete infrastructure for executing the job of exhibition / decoration. The format is annexed at **Annexure-I**.
5. Every page of bid should be signed with Company seal.

C. SCOPE OF WORK:

1	Job	Fabricating 2 -3 No of separate stalls(approx.) in the size of 10'x10' and 10 nos kiosk of 2mx 2m each
2.	Scope of Work for 1 stall	Contractor shall be responsible for each stall:- (i) Construction, Erection and Decoration of the stall including tarpaulin super structure, wooden platform with carpet, wooden framed wall as per attached design. The structure of the pavilion shall be of plywood cover with design flex. (ii) Production and placement of Exhibition Material. These include:- (a) Panels : at least 3 nos. of panels in each stall in size 6' x 2.75' in front lit vinyl print pasted on sun board. (b) Backlit name and logo on facia (d) Proper illumination/ lighting arrangement includes sufficient metal lights, spot light etc and interior decoration (iii) 1 brochure stand, Visitor's Book, Card Drop Box etc. (iv) 1 dust bin, 2 plug points, power connection (v) 1 -2 reception table with 4 chair
3	Scope of the work for 10 display kiosk at separate places	Size: 2 mx 2 m Qty: 10 (1) Self standed, iron framed (Materials: Frontlit flex) (2) Proper lighting arrangement includes metal lights, spot light etc
4.	Scope of work for Branding zone	12 nos. of Branding Zone of Size (12'x6') each in flex with framing and fitting to promote various usage of Jute.
7.	The exhibits shall become the property of NJB after the exhibition is over.	
8	Provide fire extinguisher – minimum 2 pcs in each stall and as per statutory requirements.	
9	Cleaning of the stall during the entire period of the event.	

D. Payments:

Bill shall be raised for scrutiny for every stage of payment. Bill. Additional charges for extra items shall be submitted along with Analysis of rates for the same before execution of the job. The rates for extra items decided by NJB shall be final and is to be accepted by the Contractor. The 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. The final bill not accompanying the joint measurement certificate will not be considered for further processing. **Security Deposit of 15% of the Tender Value** should be submitted within 3 working days after the receipt of the Work Order. The Security deposit will be forfeited if contractor fails to perform the job as per the Tender document within the stipulated time. The **“Terms of Payment”** may be as under:

1. 50% advance along with the work order. A collateral security equivalent to the advance amount to be deposited to NJB in the form of Bank Guarantee(BG). This BG will be returned back after successful completion of the event (as per the terms and condition in the Tender document) and final bill submission.
2. Balance 50 % on will be paid within 30 days of final bill submission after conclusion of the event and after dismantling and removing of all materials from the site.

E. NJB reserves the right to verify and information furnished by the tenderer and/or to cause any inspection, if deemed necessary, NJB does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason/s whatsoever.

**Secretary,
National Jute Board**

Annexure-I

To be provided on "Company letter head"

To
The Secretary
National Jute Board
Ministry of textiles, Govt. Of India
71, Park Street, 3rd Floor,
Park Plaza, Kolkata - 700 016

Sir,

This has reference to the NJB's Tender No. dated for appointment of Agency for installation of stalls at National Jute Board stalls in Intl Book Fair to be held at Central Park, Salt Lake city during 31st January to 11th February, 2019. In this context, I/We, as an authorized representative(s) of agency, declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

Further this is to undertake that we have complete infrastructure for executing the job of exhibition / decoration as required for National Jute Board stalls

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Tenderer:

Authorized Signatory:.....

Name:

Seal:

Date:

Place:

Financial Bid

To be provided on "Company letter head"

To
The Secretary
National Jute Board
Ministry of Textiles, Govt. Of India
71, Park Street, 3rd Floor,
Park Plaza, Kolkata - 700 016

Sub: FINANCIAL BID FOR NJB STALLS IN INTL BOOK FAIR TO BE HELD AT CENTRAL PARK, SALT LAKE CITY DURING 31ST JANUARY TO 11TH FEBRUARY, 2019.

Sir,

Sl No.	Description	Rate per unit	No.	Amount Rs.
A	Costing for irrection, fabrication, decoration, lighting, furniture and racks as per scope of work.	Per stall:	2-3	
B	Costing for display kiosk including branding & lighting	Per kiosk:	10	
C	Branding (12'x6')flex printing including framing and fitting in 12 Nos. of exclusive branding zones	Per branding	12	
	Total Amount without Tax			
	CGST			
	SGST			
	GrandTotal Amount			

Signature of Bidder with Seal