



## NATIONAL JUTE BOARD

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

NIT No 03/NJB/ POUISH MELA / Tender/2019-20

Dt. 27.11.2019

### TENDER NOTICE

E. Tenders are invited by the **Secretary, National Jute Board (NJB), 3A& 3B, Park Plaza, 71, Park Street, Kolkata-700 016** from Fabricator/ Interior Decorators / Industrial Exhibitors of repute with good financial standing for Design, Fabrication, Decoration and setting up of NJB's Pavilion at Poush Mela, 2019 in Santiniketan , Bolpur West Bengal quoting per square feet rate for design , fabrication & setting up of NJB's Jute Pavilion at Poush Mela Ground ( Probable Date 24<sup>th</sup> - 28<sup>th</sup> December, 2019) at Mela Ground Shantiniketan for an approximate area of 5000 square feet at Pous Mela Ground , Santiniketan . **The details of the tender documents are uploaded in the following website** (i) [www.jute.com](http://www.jute.com) (ii) [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC) **may be seen and the interested parties are requested to submit the tender documents only through [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC) online.**

### SCOPE OF WORK:

1. The jobs involve building of Super Structure with wood, bamboos with waterproof roofing, fascia (front) by wooden frame covered, painting, floor matting , colouring including vinyl cut-out lettering, platform, false ceiling, inside walling, outside walling, etc. at the open exhibition area measuring 5000 square feet approximately (**Measurement 150 ft. length - frontage x 35 ft. depth approx**) at the Poush Mela, Santiniketan, allotted by the Mela authority.
2. The probable dates of the exhibition are 24<sup>th</sup> to 28<sup>th</sup> December, 2019. The job also involves fabrication of 40 (approximate) temporary stalls/enclosures of more or less 80-100 sq. ft. (approx) each for sales arrangement plus provision of office etc. at the earmarked area, along with tables, chairs, display aids, waste paper boxes, installation of Generator sets, providing stall boys, security guards etc. (to be dismantled on conclusion of the exhibition). The probable Facia of the Front portion (150 Ft.) is enclosed for your reference please.
3. Provision for lights/electrical fittings inside and outside the pavilion, stalls, gate, etc. as per requirements including firefighting arrangements as will be required, along with carpeting for the passage of the pavilion & carpeting of the office may also be kept in view in working out the consolidated rate (inclusive of all taxes). The allotted area will be available for erection of stalls, etc. from 2 days before the start of the event.
4. Necessary precautions on Fire and Safety to be arranged by the tenderer at their cost.

## **OTHER DETAILS**

- 1. Tenderers should deposit Earnest Money deposit of Rs 10,000 ( Rupees Ten Thousand only) through E PAYMENT FACILITY/NEFT / RTGS in favour of National Jute Board . The Tenderer who opt for NEFT/RTGS should download the challan from [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC)**
  
- 2. E-TENDER PROCESSING FEE – As applicable online shall be paid to M/s ITI LTD through their e- gateway by credit / debit card , internet banking facility through website [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC). Processing fees are non refundable even if the Bid is not submitted.**
  
- 3.. Last Date & Time of submission of E.Tender online : Up to 13.00 Hrs of 9<sup>th</sup> December,2019**  
  
**Online Opening of Bid : 9<sup>th</sup> December,2019 ( Monday ) at 15.00 Hrs**  
**at NJB's Head Office at 3A & 3B Park Plaza(3<sup>rd</sup> Floor) ,**  
**71 Park Street, Kolkata - 700 016 .**  
**(Tenderer may remain present and no separate intimation will be given for)**
  
- 4.. The successful bidder should deposit 20% of the contract value of the Tender as Security Deposit in the form of Bank Guarantee valid for a period of sixty days.**

Interested parties are requested to **submit/forward** their online submission of **E.TENDER FOR POUISH MELA2019,SANTINIKETAN,2019** . only through [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC) online.

**For any assistance related to online submission , please feel free to contact Help Desk No. 033-46046611/9073677150/51/52 & Shri Siddhartha Sunder Mondal , M: 9674758723**

NIT No 03 /NJB/Posh Mela / Tender/2019-20 for NJB PAVILLION in POUISH MELA at Santiniketan, Bolpur, West Bengal,2019

## **TENDER TIME SCHEDULE NJB PAVILLION / STALL CONSTRUCTION AT POUISH MELA ,2019 SANTINIKETAN**

- |    |  |   |
|----|--|---|
| A  | Name of work:                                    | Poush Mela, Santiniketan, Bolpur,<br>24 -28 <sup>th</sup> December, 2019  |
| B. | E. Tender Stages                                 | <b>Two Stage Open Tender - Technical &amp; Financial Bid</b>  |
| B  | Estimated Reserve Cost                           | Rs. 5,50,000.00   |
| C  | Earnest money:                                   | Rs. 10,000.00   |
| D  | E Tendering Processing Fee:                      | <b>As applicable online shall be paid to M/s ITI LTD through their e- gateway by credit / debit card , internet banking facility through website</b><br><a href="http://www.tenderwizard.com/TWEPROC">www.tenderwizard.com/TWEPROC</a> .<br><b>Processing fees are non refundable even if the Bid is not submitted.</b> |
| E  | Last date & time for online submission of Tender | 9 <sup>th</sup> December,2019 at 13.00 Hrs  |
| F  | Opening of E. Tenders (Technical Bid )           | 9 <sup>th</sup> December,2019 at 15.00 Hrs  |
| G  | Opening of E. Tenders (Financial Bid)            | To be intimated to those Agencies only who have been considered and recommended by the Evaluation Committee for opening of the Financial Bid.   |
| H  | Place for submission of E. Tenders:              | Online only<br><a href="http://www.tenderwizard.com/TWEPROC">www.tenderwizard.com/TWEPROC</a>   |
| I  | Place of Online Opening of E. Tender             | National Jute Board,<br>3A & B, Park Plaza,<br>71, Park Street,<br>Kolkata 700 016.   |

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

## ANNEXURE -II

### GENERAL CONDITIONS

1. Rules and regulations of Mela Committee i.e. Santiniketan 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 floor design, indicative plan model of the NJB Pavilion, BOQ before quoting rates.
4. The tender addressed to the Secretary, National Jute Board, 3A& 3B, Park Plaza, 71, Park Street, Kolkata-700016 should be submitted Interested parties are requested to **submit/forward** their online submission of **E.TENDER FOR POUISH MELA2019,SANTINIKETAN**, through [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC).  
**Two Stage Open Tender - Technical & Financial Bid**
5. The tenderer or his authorised representative may choose to attend during the opening of tenders.
- 6.. Tenderer shall submit the following **DOCUMENTS ONLINE for the Technical Bid Evaluation:-**
  - Profile of the Bidder –Copies of the Documents duly signed/stamped by the agency should be submitted
  - Previous Experience of Handling similar nature of job. The Company must have 3 years work experience in execution of similar job – Copies of the previous work orders duly signed /stamped by the Agency should be submitted
  - A certificate from CA verifying turnover of the applicant bidder for last 3 financial years should be submitted.
  - GST Registration Certificate should be submitted along with copy of PAN, Latest Income Tax Return and valid TRADE LICENCE – Copies duly signed /stamped by the Agency
  - Declaration of the Bidder that the Agency has not been blacklisted by any Govt. organisation during last 3 years . In case of furnishing any fake information or suppression of facts , The Tender application shall be liable for rejection.
  - Tenderers will have to submit Earnest Money deposit of Rs 10,000 ( Rupees Ten Thousand only) through E PAYMENT FACILITY/NEFT / RTGS in favour of National Jute Board . The Tenderer who opt for NEFT/RTGS should download the challan from [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC)
  - Tenderer will have to submit the design of Indicative Plan model of the proposed NJB Pavilion along with 2 nos of multicolor design for 150 ft long front fascia of the NJB Pavilion.

7. Incomplete tender documents or partly filled schedule of items, rates and amount or it the particulars & data ( if any)asked for in the schedule to the tender are not filled in will be summarily rejected as invalid tenders.
8. 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.
9. The evaluation of the Technical Bid will be based profile of the bidder, experience ,track record and background of the Agency. The Agencies those who are considered and recommended by the Committee, the financial Bid of those agencies shall be taken into consideration. The decision of the Committee is final and no further communication will be entertained.
10. **The Financial Bid Evaluation of the Agencies** will be considered for L1, L2, L3 and so on. In case L1 is more than one, the selection criteria [viz , past experience , performance, 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.
11. **In Financial Bid Evaluation of the Agencies**, the 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 other factors , viz. past experience , quality of service, number of client , Annual turnover etc to select the Agency. . 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.
12. Any Corrigendum / Addendum / Notification w.r.t this tender will be published at website: [www.jute.com](http://www.jute.com) and [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC). All the bidders /tenderer are informed to follow the said websites regularly for any such updation . NJB will not be responsible for ignorance of such updation of the bidder /tenderer.
13. All disputes are subject to Kolkata jurisdiction only. Dispute , if any , arising out of providing the said service shall be settled mutually or arbitrator to be appointed by the Director(MP&SI), NJB at Kolkata , West Bengal.
14. The rates should be item-wise. All rates should be inclusive of GST ,. 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.
15. Contractor should take prior approval of all materials as mentioned and their quantities from NJB/Supervising Agency before executing the said job.
16. 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.
17. Additional charges for extra items shall have to be submitted along with analysis of rates for the same before executing the job.
18. All the items of work as laid down should be completed and the Pavilion be handed over to NJB designated officials /Supervising Agency stationed at Poush Mela. before starting of the mela i.e., on 23<sup>rd</sup> December, 2019 at 6 P.M.
19. Fabrication of stalls/cubicles should be done at site after getting clearance from NJB /Supervising Agency.
20. 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.

21. All items of work to be executed on hire charge basis or net on salvage value basis, as applicable.
22. The successful tenderer will be asked to submit **20% of the contract amount as Security Deposit in the form of Bank Guarantee** prior to commencement of work. This amount will be released by the Board four weeks after smooth completion of the fair.
23. 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.
- 24.. 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.
- 25.. Bill should have to be raised at every stage of payment.
- 26 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.
27. 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.
- 28 Arrangements of working light in all areas of the pavilion will have to be done by the selected contractor of the tender at their own cost.

Terms of payment will be as follows :

- (i) 25% along with the work order. Before the issuance of payment, The successful tenderer must submit the PFMS data to the Accounts Department of NJB for transfer of the payment through DBT .
- (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 thick commercial plywood duly framed with hardwood.
3. Flooring: 35 mm. thick 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 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 lounge.
7. Fascia of the each stall should be 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.

**ANNEXURE -III**

**FORMAT FOR SUBMISSION OF FINANCIAL BID  
( TO BE SUBMITTED ON ONLINE PRESCRIBED FORMAT ONLY)  
Tentative Bill of Quantity (BOQ)  
For NJB Pavilion at Poush Mela, 2019**

<b>I. No.</b>	<b>Schedule of Items</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (Rs.)</b>	<b>Amount (Rs.)</b>
1.	<b>Super Structure :</b> Wooden super structure with Sal wood pillar, Bamboos, wooden frame with waterproof roofing, all complete	SFT	5000 (approx.)		
2.	<b>Facia (Front &amp; Back) :</b> Made of 2" x 1" wooden frame covered by commercial ply & design flex including 2 glass panels (round 4ft dia each), painting, colouring including vinyl cut-out lettering as per design attached.	SFT	2328		
3.	<b>Platform :</b> (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.	<b>False Ceiling :</b> To be made of 2" x 1" wooden frame covered by new 7oz/10oz colour hessian.	SFT	5000		
5.	<b>Inside Walling :</b> Made of 2" x 1" wooden frame covered by 4mm commercial ply with painting (12ft height as per drawing design enclosed).	SFT	3240		
6.	<b>Outside Walling :</b> Made of 2" x 1" wooden frame covered by new jute & wrapped by design flex	SFT	3746		
7.	<b>Inside Decoration :</b> (A) 40 cubicals will be made by syma system, each in size of 8ft height x 9ft depth x 6.5 ft width and Fascia of the each stall should be along the entire length of the opening and the name of stall should be clearly printed in flex along with logo of NJB.	PER CUBI CLE	40		
8.	<b>Furniture :</b> (a) Counter Table in size of 3ft height x 2½ft width x 1½ft depth.	Nos.	90		

	(b) Plastic moulded armed chair	Nos.	100		
	(c) 3-Seater Sofa set	No.	1		
	2-seater Sofa set	Nos.	2		
	Centre Table	No.	1		
	Side Table	Nos.	2		
9.	<b>Office Room &amp; Reception</b> With 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. and the size of 2 cubicles.	No.	1		
10.	<b>Lighting :</b> (a) CFL/ LED /Covered Fluorescent Light (b) White metal Halogen light (400 W)	Nos. Nos.	180 12		
11.	<b>Gate (Entrance &amp; Exit) :</b> Collapsible gate 8ft x 6ft	Nos.	2		
12.	<b>Exhaust Fan(Big)</b>	Nos.	6		
13.	<b>Name and Logo :</b> NJB Logo should be made of vinyl cut-out And to be placed in a Rotator outside above the front fascia	Nos.	2		
14.	Flower Pots	Nos.	25		
15.	<b>Maintenance and Cleaning :</b> Maintenance and Regular Cleaning of the of the Jute Pavilion specially the floor area should be made during the exhibition period	SFT	5000 (approx.)		
16.	Plastic waste paper basket	Nos.	45		
17.	<b>Security :</b> 2 guards in each shift	1	Job		
18.	Portable fire extinguisher	Nos.	6		

**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
- iii) Fair Duration : 5 days (approx.)
- iv) Requirement and activities/ Quantities are indicative, tentative and subject to change
- v) In case of any additional work, the payment will be made on pro-rata basis based upon the rate quoted in the BOQ by the concerned Agency .
- vi) All payment regarding BOQ must be duly recommended and verified by the Joint Verification Committee comprising of the designated officials of the NJB and the representative of the Agency.

**TOTAL :**

(Rupees .....)

Signature of authorized representative



with date and stamp

**Indicative Creative/Artwork of Fascia for Poush Mela**



### Indicative General Floor Plan of NJB Pavilion

