



NATIONAL JUTE BOARD

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

NIT No 06/NJB/ Jute Fair Chandipur / Tender/2021-22

Dt. 21.01.2022

TENDER NOTICE

Sealed Tenders are invited by the **Secretary, National Jute Board (NJB), 3A& 3B, Park Plaza, 71, Park Street, Kolkata-700 016** from bonafide Fabricators/ Interior Decorators / Industrial Exhibitors of repute with good financial standing for Design, Fabrication, Decoration and setting up of NJB Stalls at DRDO, Chandipur and Balasore (Separately), Odisha for Jute Fair 2022.

Details of tentative venue, date of the Jute Fair :

- (a) **Venue** : DRDO premises separately at Chandipur and Balasore, Odisha.
- (b) **Proposed Date** : 9th to 13th February, 2022

SCOPE OF WORK:

The tentative details of jobs involved are given at **Annexure I**.

REQUIREMENTS FOR COMPLIANCE :

1. Tenderers should deposit Earnest Money deposit of Rs 10,000 (Rupees Ten Thousand only) through pay order/Demand Draft/ E PAYMENT FACILITY/NEFT / RTGS in favour of National Jute Board, UCO Bank, A/C No "07030210001233" IFSC – UCBA0000703.
2. Tender application along with the format for submission of financial bid (Annexure I) duly filled in and signed should be enclosed with valid statutory documents :
 - (a) Copy of GST.
 - (b) Copy of Trade License.
 - (c) Copy of Income Tax Return for the last 3 years.
 - (d) Copy of Audited Financial Statement for the last 3 years.
 - (e) Copies of Work Order, Proof of Payment receipt against Work Order (bank Statement highlighting receipt of payments towards carrying out the work to be enclosed) in undertaking similar jobs during 2019-20 and 2020-21.
 - (f) Declaration by the Tenderer that the Agency has not been black listed by any Govt. Agency during last 3 years.
 - (g) Declaration by the Tenderer that they are capable and agreed to provide 20% of the Gross Value of the Contract as Security Deposit if work order is awarded.
 - (h) Declaration by the Tenderer that they are agreed to abide by all the terms & condition of this tender and items wise / components of BOQ have been quoted.
3. Last Date & Time of submission of Tender : 2nd February, 2022 Upto 13.00 Hrs.

4. Interested agencies are requested to submit tender along with all required documents as mentioned at SI No 1 & 2 in Envelop super subscribing “ TENDER FOR JUTE FAIR 2022, CHANDIPUR & BALASORE, ODISHA” addressed to “The Secretary, National Jute Board, Kolkata”. Address : 3A & 3B Park Plaza(3rd Floor) , 71 Park Street, Kolkata - 700 016.
5. Opening of Tender : 2nd February, 2022 (Wednesday) at 15.00 Hrs at NJB's Head Office at 3A & 3B Park Plaza(3rd Floor) , 71 Park Street, Kolkata - 700 016.
(Tenderer may remain present and no separate intimation will be given)
6. The Tender Committee constituted for the purpose would open the Tender, examine and process as per Tender formalities.
7. Incomplete tender documents without Earnest Money deposit / partly filled schedule of rates and amount 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 successful bidder should deposit 20% of the gross value of contract value of the Tender as Security Deposit in the form of Bank Guarantee valid for a period of sixty days.

GENERAL CONDITIONS

1. The security Guards are to be hired from Director General Recruiting (DGR) for both Chandipur and Balasore respectively.
2. Rules and regulations, of Jute Fair, DRDO authority should be strictly followed at site.
3. All necessary permission from the district administration viz. 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 and the same to be raised along with the final bill for payment.
4. Tenderer may visit the site and also prepare indicative plan model of the NJB Pavilion, keeping in view the indicative / Tentative job specification (Annexure I) before Quoting the financial bid.
5. The allotted area will be available for erection of stalls, etc. one day before the commencement of the Jute Fair.
6. The tenderer should dispose off, remove, and clear from site all materials/ furniture/ stores used for the event within 24 hrs. after the fair is over.
7. Final bill should be raised just after handing over the pavilion and the bill of Quantities should be certified by the official of NJB/Supervising Agency.
8. All disputes are subject to Kolkata jurisdiction only. Dispute, if any, shall be settled mutually or arbitrator to be appointed by the Director (MP&SI), NJB at Kolkata, West Bengal.

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

**TENDER FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF INDOOR
NJB PAVILION FOR JUTE FAIRS CHANDIPUR AND BALASORE, 2022**

Tentative Bill of Quantities (BOQ)

- Jute Fair in a Open Area inside the DRDO, Two Pavilion at Chandipur & Balasore, Odisha
- Jute Fair Duration: 9th – 13th February, 2022.
- Requirement and activities/Quantities are tentative and subject to change.

Sl No	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1.	Open Space -2000 sq .ft approx. divide into two part 1000 sq. ft. each one at Balasore another one at Chandipur. Bamboo Structure with wall cover on 6" raised wooden platform. Roof to be covered and the entire area to be carpeted.	Sq.ft	2000		
2.	Fabricated Stalls : a. Size : 3mtr x 3 mtr b. Nos : 10 nos (05 at Chandipur & 05 at Balasore) c. System : Octonorm d. Stall Fascia: Having name of the participating units and logo of NJB e. Furniture & Fixture : Each stall will have ➤ Sale Counter Table - 2 nos. No.3ft(L)x1.5 ft (w), with table cloth ➤ Chairs- 2 nos. ➤ Waste paper Basket – 1no. ➤ LED Light – 6 nos, ➤ Electric plug point – 1 no.	No	10		
3.	NJB Office Size: 200 sq.ft a. System : Octonorm b. Fascia: Logo , National Jute Board c. Furniture: ➤ 3 seater Sofa set - 1no. ➤ 1 seater Sofa set – 2nos. ➤ Centre Table with Glass Top – 1no. ➤ Waste paper Basket-1no.	Lumpsum	01		

	<p>d. Promotional Jute Slogan printed in flex To be covered inside the wall of the NJB office (2 ft x 1 ft) :10 nos.</p> <p>e.LED Light : 10 nos</p> <p>f. LED TV (40 inch) with USB option: 1 no.</p> <p>g. Plug Point : 2nos.</p> <p>i. Pedestal Fan : 2 nos.</p>				
4.	<p>Fascia (As per requirement) :</p> <p>(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)</p> <p>(b) Proper lighting of the fascia with white Halogen Light (400W) (in adequate number).</p>	Lumpsum			
5.	<p>General Lighting/ Fan in the Hall</p> <p>(a) Tube Light/ LED Light -12 nos</p> <p>(b) Halogen Light (white) - 400 W -10 no</p> <p>(d) Fans to the stalls.</p>	No	12		
		No	10		
		No	12		
7.	<p>Maintenance and Cleaning round the clock</p> <p>1. Proper Sanitization.</p> <p>2. Free supply of single use mask and providing hand sanitization spray to all visitors.</p>	Lumpsum			
8.	<p>Proper fencing for security, area around 1500 Sq Ft each in Chandipur and Balasore.</p>	Lumpsum	3000 Sq Ft		
9.	<p>Fire Safety Measures: Portable fire extinguisher at different location inside the pavilion</p>	No	10		
10.	<p>Security Guard from Director General Recruiting (DGR) : 4 guards at the entry and exit points during the exhibition period and 6 guards during night time at Chandipur and same in Balasore.</p>	No	100		
11.	<p>Inaugural Arrangement</p> <p>(a) Floral decoration, preferably with Jute based decorative items.</p> <p>(b)Inauguration lamp with red ribbon</p>	Lumpsum	02		

	/scissor/candle in a tray with flower petals (c) Photography with Pen Drive and Album (d) Provision of Drinking water				
13.	40 Nos. Hoarding (4'X3') fixed on Iron structure and to be installed in different areas of DRDO, Chandipur and Balasore (Matter to be printed to be approved from NJB)	No	40		
14.	DG set of adequate power for 24 hours to ensure regular and uninterrupted power supply throughout at fair days in both place at Chandipur and Balasore.	Lumpsum	02		

Total Rs

Add applicable Tax : _____

(.....%)

Total Rs _____

Signature and Stamp of the Agency

NOTE :

- i) The area 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) All materials will be on hire basis. Prices to be quoted accordingly. Applicable tax should be shown separately and added to the total.
- v) 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.
- vi) Non-providing of any items in BOQ will result in penalty which will be decided by NJB officials present during verification of BOQ and will be definitely be higher than the rate of items given in the BOQ.
- vii) NJB reserve the right to include / exclude those items mentioned in the BOQ for execution / implementation in the venue to have an aesthetic look at the NJB pavilion. Even the size/quantity of stalls may be altered / adjusted according need based basis but keeping the overall space in the tender ermai8n constant.
- viii) In case postponement of the event due to COVID-19 related restriction by the Government, the vendor would be required to fulfill the tender obligations within the same cost for the revised date.
- ix) The construction of work related to the event should start only two days prior to the inauguration of the event. NJB would have no liabilities for any construction work started before two days of the inauguration of the event.

TOTAL :

(Rupees)

Signature of authorized representative
with date and stamp