



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

NIT No 11/NJB/ MD/Durga Puja/Jute Event -West Bengal /Tender/2022-23

Dt. 19.09.2022

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 Event & Exhibitors of repute with good financial standing for Design, Fabrication, Branding and setting up of campaign at City Centre-1, with innovative Ideas for celebrating the essence of Durga Puja festival in a grand and unique style to create awareness, create engagement and drive a collaborative environment friendly social initiative among the people to celebrate the festive season with all pomp and show, fun and engagement and entertainment with celebs, artists with branding options in various ways to promote Jute.

Details of tentative venue, date of the Event :

- (a) **Venue** : 20 Nos Famous Durga Puja Pandals, Kolkata, West Bengal
- (b) **Proposed Event Date** : 29th September to 5th October, 2022(07 DAYS)

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 2020-21 and 2021-22.
- (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 : 26th September, 2022 at 13.00 hrs**

4. Interested agencies are requested to submit tender along with all required documents as mentioned at SI No 1 & 2 in Envelope super subscribing " TENDER FOR DURGA PUJA – 20 NOS DIFFERENT FAMOUS DURGA PUJA PANDAL, KOLKATA, WEST BENGAL" 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 : 26th September, 2022 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. Rules and regulations of Jute Fair, Mall authority should be strictly followed at site.
2. All necessary NOC / Permission from Department, Local Police Station, Municipal Authority and any other statutory permission as required shall be obtained before execution of the job. Any fees with proper bills from the respective Govt. Dept will be reimbursed.
3. Tenderer may visit the site and also prepare indicative plan model of the NJB Event, Pavilion, keeping in view the indicative / Tentative job specification (Annexure I) before Quoting the financial bid.
4. The allotted area will be available for erection of stalls, etc. one day before the commencement of the Jute Fair.
5. The tenderer should dispose off, remove, and clear from site all materials/ furniture/ stores etc. used for the event within 24 hrs. after the fair is over.
6. 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.
7. All disputes are subject to Kolkata jurisdiction only. Dispute, if any, shall be settled mutually or arbitrator to be appointed by the Secretary, NJB at Kolkata, West Bengal.

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

**TENDER FOR EVENT DESIGN, FABRICATION, DECORATION AND SETTING UP OF NJB
PAVILION/STALLS AT CITY CENTRE /WITHIN ITS PREMISES FOR CELEBRATION DURGA
PUJA WITH PROMOTIONAL ACTIVITIES FOR 20 NOS DURGA PUJA PANDAL, KOLKATA,
WEST BENGAL FROM 29THSEPTEMBER TO 5TH OCTOBER, 2022**

Tentative Bill of Quantities (BOQ)

- Jute Event in 20 Nos Famous Durga Puja Pandals, Kolkata, West Bengal.
- Durga Puja Jute Event Duration: 29th September 5th October, 2022 (7days)
- Requirement and activities/Quantities are tentative and subject to change.
- To be incorporating various legs in this campaign to promote Jute at 360 degree visibility across Target groups in the most effective manner. Our campaign will be stretched across:

SI No	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1.	<ul style="list-style-type: none"> • Before event Press conference to be arrange to create the hype of the Event. • 20 Nos Semi-Permanent Stall at 20 different famous Durga Puja Pandal across Kolkata structure to resist sufficient water and wind and inconformity with the member of Durga Puja Committee. • Gate branding and decoration to be constructed at the event area during the campaign duration. 	Lumpsum			
2.	<p>Fabricated Stalls :</p> <p>a. Size : 3mtr x 3mtr</p> <p>b. Nos : 20 nos</p> <p>c. System : Octonorm / Syma panel</p> <p>d. Carpeting</p> <p>e. Stall Fascia: Having name of the participating units and logo of NJB</p> <p>f. Furniture & Fixture : Each stall will have</p> <ul style="list-style-type: none"> ➤ Sale Counter Table-2nos.3ft(L)x1.5 ft(w), with tablecloth ➤ Chairs- 2nos. ➤ Waste paper Basket –1no. ➤ LED Light – 6nos, ➤ Electric plug point – 1no. 	No	20		

3.	<ul style="list-style-type: none"> • Campaign will be through with a OOH / canter activity • The campaign would plan-out of extravaganza that would cover several media platforms and with considerable buzz about the environmental hazards plaguing the city • Activity can be included with on-air promotion, digital amplification during entire campaign • Activity can be included with local Residential, Paras on ground • Activity can be included Celeb engagement and Venue branding during the Puja days • Campaign can be intergraded with other renowned Durga Pujas location in terms of branding. • Cultural programe can arranged • Inaugural Arrangement • Floral decoration, preferably with Jute based decorative items. • Inauguration lamp with red ribbon /scissor/candle in a tray with flower • Arrangement of Car on Inauguration day of the event and coordination with official inaugurating the event as per advice of NJB officials. • Deliverables of Photography with Pen Drive on post event 	Lumpsum			
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Total Rs
 Add applicable Tax: _____
(.....%)
 TotalRs _____

Signature and Stamp of the Agency

NOTE

- i) The selected agency will coordinate with the Local Administration / Municipality for obtaining Permission for organizing the Jute Event / Fair. Fire & Safety, Statutory requirement, Sanitation, etc shall be the responsibility of the Agency.
- ii) Cost of Publicity campaign will be borne by the Agency – The Agency to coordinate whenever required. All artwork related to publicity to be prepared and approved by NJB.
- iii) All materials will be on hire basis. Prices to be quoted accordingly. Applicable tax should be shown separately and added to the total.
- iv) 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.
- v) 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.
- vi) 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 remain constant.
- vii) In case postponement of the event due to COVID-19 related restriction by the Government, the vendor would be required to fulfil the tender obligations within the same cost for the revised date.
- viii) 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.

Signature of authorized
Representative with
date and stamp