



NATIONAL JUTE BOARD

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

NIT No 02/NJB/ MD/Jute Fair CC-Siliguri-West Bengal /Tender/2022-23

Dt. 03.05.2022

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 Pavilion/Stalls at City Centre, Siliguri, West Bengal for Jute Fair 2022.

Details of tentative venue, date of the Jute Fair :

(a) **Venue** : City Centre, Siliguri, West Bengal (Approx Open Space area : 3000 Sq.ft.)

(b) **Proposed Date** : 21st May – 29th May, 2022(09 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 relating to Event Management.
 - (c) The Agency must have previous working experience related to event management with Ministry of Textile or its subsidiaries.
 - (d) Copy of Income Tax Return for the last 3 years
 - (e) Copy of Audited Financial Statement for the last 3 years
 - (f) 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.
 - (g) Declaration by the Tenderer that the Agency has not been black listed by any Govt. Agency during last 3 years.
 - (h) 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.
 - (i) 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 : 12th May, 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 JUTE FAIR 2021, CITY CENTRE, SILIGURI, 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 : 12th May, 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, Hall authority should be strictly followed at site.
2. All necessary NOC / Permission from the Police Commissioner Office, Siliguri and District administration, Siliguri as well as from OC Matigara, Fire 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 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 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 DESIGN, FABRICATION, DECORATION AND SETTING UP OF NJB
PAVILION/STALLS AT CITI CENTRE /WITHIN ITS PREMISES FOR JUTE FAIR CITY
CENTRE, SILIGURI, WEST BENGAL FROM 21ST – 29TH MAY, 2022**

Tentative Bill of Quantities (BOQ)

- Jute Fair in an Open Space area approx 3500 Sq ft in the City Centre, Siliguri, West Bengal.
- Jute Fair Duration: 21st May – 29th May, 2022 (10 days)
- Requirement and activities/Quantities are tentative and subject to change.

SI No	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1.	Open Space -3500 sq.ft : Metal Hanger / Bamboo Structure with wall cover and Stalls to be constructed /fabricated upon 6 “ raised wooden platform (3500 sq.ft) Roof to be covered with double covering and the entire area to be carpeted.				
1.	Fabricated Stalls : a. Size : 3mtr x 3mtr b. Nos : 20 nos c. System : Octonorm / Syma panel d. Carpeting e. Stall Fascia: Having name of the participating units and logo of NJB f. Furniture & Fixture : Each stall will have ➤ 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		
2.	NJB Office Size : 2 nos of 3mtr x 3mtr stall combined together with carpeting and adequate shelves for displaying including podiums. a. System : Octonorm syma panel b. Fascia: Logo , National Jute Board c. Furniture: ➤ 3 seater Sofa set – 2 no. ➤ 1 seater Sofa set – 2 nos. ➤ Centre Table with Glass Top– 1 no. ➤ Waste paper Basket-1no.	Lumpsum	01		

	<ul style="list-style-type: none"> ➤ Wi-Fi Connectivity in the Pavilion ➤ POS Machine –1 no. in the name of the Contractor [The transaction this POS to be handed over to participants within 3 days or completion of fair] <p>d. Promotional Jute Slogan printed in flex to be covered inside the wall of the NJB office (6ft x 1 ft) :10nos.</p> <p>e. .LED Light : 5nos</p> <p>f. LED TV (40 inch) with USB option: 1no.</p> <p>g. Plug Point : 2nos. (Excluding pedestal fan point)</p> <p>h. Pedestal Fan : 1 no.</p>				
4.	<p>Arrangement of Fascia (As per requirement) :</p> <p>(a) Preparation of artwork, printing, Fabrication & Fixing of Front Fascia outside hall of approx. 100 sq .ft, Box Gate at the Main Entrance of approx. 1000 sq ft., Other Fascia(2 nos.) in the side Gates of approx. 300 sq.ft. The Fascia , Pillars ,Box Gate should be fabricated on wooden frame covered with flex (Artwork to be approved by NJB) and</p> <p>(b) Proper lighting of the fascias including the side fascia, Pillar, Box Gate with white Halogen Light (400W) (in adequate number).</p> <p>(c) Arrangement of 25 standees (Art Work to be approved by NJB)</p>	Lumpsum			
5.	<p>General Lighting/ Fan in the Hall</p> <p>(a) Tube Light/ LED Light –Adequate nos.</p> <p>(b) Halogen Light(white)-400W– Adequate nos.</p> <p>(d) Fan to each stalls.</p>	Lumpsum Lumpsum Lumpsum			
7.	<p>Maintenance and Cleaning of NJB Pavilion/ Stalls for all days of the event</p> <ol style="list-style-type: none"> 1. Proper maintenance and cleaning of the NJB Pavilion round the clock including arrangement of sanitizing material & Hand sanitizer . 2. Free supply of single use mask and providing hand sanitization spray to 20 numbers of unit and NJB officials. 	Lumpsum			
8.	<p>Fire Safety Measures : Portable fire extinguisher at different location inside the Hall as per the Fire Safety norms.</p>	Lump sum			
9.	<p>Security : 2 guards at the entry and 2 guards at the exit points during the exhibition period and 6 guards during night time.</p>	Lumpsum			
10.	<p>Inaugural Arrangement</p> <ul style="list-style-type: none"> • Floral decoration, preferably with Jute based decorative items. • Inauguration lamp with red ribbon /scissor/candle in a tray with flower petals 	Lumpsum	01		

	<ul style="list-style-type: none"> • Photography with Pen Drive and Album • Provision of Drinking water (Adequate Quantity) during the Event period • Provision of crockery, glass , plate and paper cups in adequate quantity for the VIP's and Dignitaries • Arrangement of Visitor Book • Arrangement of 2-3 nos. flower Bouquet. • Arrangement of Car on Inauguration day of the event and coordination with official inaugurating the event as per advice of NJB officials. • Arrangement of two ushers/stall boy on Inauguration day and one for balance day of the event. . 				
11.	DG set of adequate power to ensure regular and uninterrupted power supply throughout the fair days	Lump sum			

Total Rs

Add applicable Tax:_____

(.....%)

TotalRs_____

Signature and Stamp of the Agency

NOTE

- i) Space Rent, Electricity Consumption Cost will be borne by NJB. The Space 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 remain constant.
- viii) 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.
- 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

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Signature of authorized
Representative with
date and stamp