



NATIONAL JUTE BOARD

MINISTRY OF TEXTILES, GOVT. OF INDIA,
3A & 3B PARK PLAZA, 71, PARK STREET,
KOLKATA - 700 016.

NIT No19/NJB/Tender-TEX-TND.,2015(Theme)/2014-15

Dt. 12-01-2015

**TEX-TREND INDIA, 2015 : NJB's THEME PAVILION AT
HALL NO.11, PRAGATI MAIDAN, NEW DELHI**

TENDER NOTICE

Sealed tenders are invited by the Secretary, National Jute Board from Interior Decorators/Industrial Exhibitors of repute and with good financial standing for design/fabrication/decoration/setting up of NJB's Theme Pavilion at Tex-Trend, 2015, Pragati Maidan, New Delhi (28– 30 January, 2015). Tenders are to be submitted in a sealed cover superscribed as **“TENDER FOR Theme Pavilion at Tex-Trend, 2015”** addressed to the **SECRETARY, NATIONAL JUTE BOARD, 3A, Park Plaza, 71, Park Street, Kolkata-700016.**

Tenders will be received upto **13.00 hrs. of 22nd January, 2015 (Thursday)** and opened at **15.00 hrs. on 22nd January, 2015 (Thursday)** at NJB's Head Office at Kolkata, at the above address in the presence of the tenderers.

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

The tenders will have to be dropped only in the **Tender Box** kept for the purpose at **National Jute Board (NJB), 3A, Park Plaza, 71, Park Street, Kolkata–700 016.**

A. SUBMISSION OF TENDER :

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

- The Tender will be submitted in 3 (Three) separate sealed envelopes superscribed as :

(a) Earnest Money Deposit

(b) Technical Bid

(c) Financial Bid

The Earnest Money Deposit envelope will be opened first, followed by the Technical Bid. Financial Bids will be opened only for the tenderers who submitted the required Earnest Money Deposit and who have been technically found qualified by the Tender Committee.

- The technical qualification criteria shall include –
 - (a) Clientele and Credentials of the tenderer.
 - (b) Completion Certificates from reputed clients of such jobs.
 - (c) Ownership document of the company and address & telephone number of their Registered Office.
 - (d) Turnover of the tenderer for the last three years showing separately the turnover of similar job.

DATE OF SUBMISSION : UPTO 13.00 HRS. of 22nd January, 2015 (Thursday)

DATE OF OPENING OF TENDER : 22nd January, 2015 (Thursday) - AT 15.00 HRS.

PLACE OF SUBMISSION & OPENING OF TENDERS : NATIONAL JUTE BOARD (NJB), 3A, PARK PLAZA, 71, PARK STREET, KOLKATA-700 016

B. INSTRUCTIONS TO TENDERER

1. This tender is for the purpose of Supplying, Fabricating, Erecting, Fixing all materials required for Theme Pavilion and in conformity with the design plan to be submitted by the Tenderer and. getting approval from the Client for the NJB's Theme Pavilion at Tex-Trend India, 2015, Hall No.11, Pragati Maidan, New Delhi (28 – 30 January, 2015).
2. The Tenderer must visit the site before preparing the design and BOQ and quoting the rates. The space earmarked for NJB for Theme Pavilion is 60 sq. mtr. In Hall No.11 of Pragati Maidan. Dimension of area is 10 mtr. x 6 mtr. – 3 side open and one side (6 mtr.) closed.
3. The selected contractor should be well aware of the India Trade Promotion Organisation (ITPO) & AEPC Rules and Regulations. The Contractor shall be solely responsible for any deviation from these Rules.
4. All necessary permissions for erection, fabrication, fire safety, security system, electricity and such other statutory permissions or otherwise required for the above mentioned job shall be obtained by the selected contractor before execution and all norms should be strictly adhered to. Any incidental expenses for this purpose shall

be paid solely by the selected contractor. The Client or the Architect shall in no way be responsible for any deviation from the norms or any expenses for these purposes.

5. Eligibility:

Only Contractors having sufficient exposure to handling similar type of fabrication and displaying jobs in prestigious exhibitions shall be considered eligible. The Tender paper shall accompany sufficient credentials and supporting documents.

THE WORK SHALL NOT BE FULLY OR PARTLY SUB-LET TO ANY OTHER CONTRACTOR/SUB-CONTRACTOR. THE SUPPORTING DOCUMENTS SHOULD PROVE THAT THE CONTRACTOR HAS CARRIED OUT SIMILAR WORK ON HIS OWN IN LAST 3 YEARS.

6. Deliverables (alongwith the Tender) :

- a. **A declaration** as to the availability of own stock of all the basic fabrication materials, like Syma panels, Octonom System, Space frame Structure, Lighting Accessories and all such items.
- b. **Earnest Money deposit of Rs. 10,000/- (Rupees Ten thousand only)** in the form of Demand Draft/Pay Order drawn in favour of "**NATIONAL JUTE BOARD**" payable at Kolkata.
- c. **Income Tax, Sales Tax, Service Tax & Profession Tax** registration Nos. & clearance certificates, as applicable.
- d. **A Thematic/Conceptual design** for the Display Area need to be prepared keeping in view the dimension of space (10 mtr. x 6 mtr.) allotted to NJB in Hall No.10, Pragati Maidan. The Thematic/Conceptual design may be enclosed with detailed Bill of Quantities (BoQ) of the proposed theme pavilion.
- e. **The BOQ** with rates and amounts filled up neatly without any cutting and signed on every page with Company seal on the last page. The total amount shall be written in both figures and words. In case of discrepancy in arithmetic calculation, the rate quoted shall be considered to be correct.

- f. The Display area shall be treated in an aesthetically pleasing way and should be able to focus thematically the entire gamut of JUTE products, viz. jute as a highly developed and eco-friendly fibre which has multiple uses and the R&D & promotional support given by NJB.

The selected tenderer may interact with the Client for any clarification/improvement that is required to be undertaken in the proposed Thematic/Conceptual design.

CONSTRUCTION OF DISPLAY AREA SHALL BE AS PER THE APPROVED PLAN, DRAWINGS AND SPECIFICATIONS ENCLOSED.

IT IS CONTRACTOR'S RESPONSIBILITY TO DISPLAY ALL SUPPLIED ITEMS AND THE ITEMS MENTIONED IN THE BOQ AS PER THE DRAWING SUBMITTED AND INSTRUCTIONS GIVEN AT SITE.

7. All items of work to be executed on hire charge basis or net on salvage value basis, as applicable.
8. The tenderer may have to provide the client with the Analysis of Rates, which they will quote, if demanded.
9. Selected Tenderer must take written approval of all materials as mentioned and their quantities from NJB before execution of the job. It is in the interest of the Contractor to obtain the written approval from NJB, so as to avoid any deduction for low quality materials used in the job from the final Bill.
10. The selected Tenderer will have to take written permission from NJB for any change in work/job from the Schedule, Drawings, Approved Drawings, written or verbal instructions, before execution. For deviation from such documents and instructions without consent of the Board, deduction will be made at double the item rate of the Board's own estimate or double the quoted rate, whichever is higher.
11. The Contractor will provide detail/fabrication drawing for the Theme Pavilion with the Bill of Quantities for getting approval before execution.
12. The Contractor will be provided with Board's terms and conditions set for the participants, their names and also the officers of the Board and Designer designated for the purpose.

13. The Contractor shall keep at least one person at the designated office space within the pavilion for communication with the Board. The name and telephone no. of the appointed person are to be notified to the Board and the Architect prior to the commencement of the job.
14. Completion and Handing Over :
All the items of work as laid down should be completed and handed over to NJB on 27th January, 2015 at 2.00 P.M. as per NJB's direction.
15. All the materials, furniture, stores, etc. used for the show are to be disposed of, removed and cleared. from the site by the Contractor, within 24 hours after the fair is over.
16. **Payments:**
- a. Bills shall be raised progressively for scrutiny at every stage of payment.
 - b. 50% of payment will be made along with Work Order**
 - c. 50% after satisfactory completion, handing over Theme Pavilion to NJB and furnishing "NO DUE" Certificate of ITPO/AEPC**
 - d. Additional charges for extra items, if any required, shall be submitted alongwith Analysis of rates for the same before execution of the job. The rates for extra items decided by NJB shall be final and has to be accepted by the Contractor.
 - e. The final Bill should be raised just after handing over the pavilion, the total quantity of the various items used being duly certified by the official of NJB and submission of "Joint Measurement Certificate".
17. NJB reserves the right to verify any 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.
