



EMPANELMENT OF EVENT MANAGEMENT AGENCIES

FOR

DESIGN, FABRICATION, DECORATION AND SETTING UP OF

NATIONAL JUTE BOARD PAVILION IN EXCLUSIVE JUTE

FAIRS IN INDIA DURING 2025-26

REQUEST FOR PROPOSAL (RFP)

NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

SELECTION & EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF NATIONAL JUTE BOARD PAVILION IN JUTE FAIRS IN INDIA DURING 2025-26

1. STATEMENT OF PURPOSE.

The National Jute Board (NJB), a Statutory Body under the administrative control of Ministry of Textiles, Government of India, is responsible for development and promotion of jute and jute products in India and abroad. As a part of its promotional initiative NJB organise participation of Jute entrepreneurs /exporters in series of Jute fairs in different part of India to facilitate them to display, promote and sell jute products in domestic market. In this regard NJB invites Request for Proposal (RFP) from eligible and experienced Event Management Organizations for the empanelment of organizations specializing in the **construction of temporary stalls and pavilions** for various **fairs, exhibitions and events**. The successful organizations will be enlisted for events based on their expertise and geographical zones. This document outlines the scope of work, terms and conditions for the empanelment, eligibility criteria, submission guidelines, and other necessary details.

2. TENDER OUTLINE.

NJB is having its H.Q. at Kolkata. It has also its Regional Offices at New Delhi, the tentative Jute fairs are approved activities as per the proposed Annual Action Plan of NJB to be organized during 2025-26 by the NJB offices. The empanelment will be conducted in the following zones under the tentative functional jurisdiction of NJB H.O and its Branch Office are as follows:

Office		Address	Zone	Jurisdiction
Head Office - Kolkata	:	National Jute Board Patsan Bhawan 5 th & 6 th Floor, Street No. 175, CF – 6/1, Action Area-1, New Town, Kolkata – 7001563 Tel: 91 33 2220 - 1150 / 2324 0013, 2324 0014 Email: jute@njbindia.in Website: www.jute.com	Zone 1: South India	Karnataka, Kerala, Lakshadweep, Pondicherry, Tamil Nadu, Telangana, Andhra Pradesh
			Zone 2: Western India	Maharashtra, Goa, Dadra & Nagar Haveli, Daman & Diu
			Zone 3: East India	West Bengal, Odisha, Bihar, Jharkhand, Andaman & Nicobar
			Zone 4: North-East India	Assam, Arunachal Pradesh, Nagaland, Manipur, Mizoram, Meghalaya, Tripura, Sikkim

Regional Office - Delhi	:	National Jute Board “Prakash Deep Building” Flat Nos. 508 & 504, 7, Tolstoy Marg, New Delhi-110 001 Tel: 011-23352652 / 23310884 Fax : 011-23353519 Email: njbdel@gmail.com Website: www.jute.com	Zone 5: Central India	Chhattisgarh, Gujarat, Madhya Pradesh
			Zone 6: North India	Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Leh & Ladakh, Punjab, Rajasthan, Uttarakhand, Uttar Pradesh

3. SCOPE OF WORK

NJB intend to empanel one or more Event Management Agencies for execution of any work relating to organization of Jute Fair / promotional events in the aforementioned zones. A separate quotation will be asked from all empaneled vendors in the respective zones and L-1 will be entrusted tasks for executing the event/fair. The key areas of responsibility including Post empanelment activities which are as follows :

- The approved promotional events / Jute Fairs would be circulated among the Empanelled vendors. Empanelled vendors will coordinate with NJB for identification of proper location where footfall of visitors is high, booking of space, providing layout design of the location & specific facia and creative design for the jute fair/event as well as statutory permission and NOC from local Govt. Bodies.
- 2% of the estimated total work order value or Rs 25,000/- whichever is lower may be provided to the Empanelled vendor as Service Charge for doing the pre-fair activities.
- Design creative for facia and other design artwork related to Jute fair being selected among the empanelled vendors may be used if not being selected as L1 Bidder based on Financial Bid.
- Design, fabrication, construction and dismantling of temporary stalls, pavilions and other event-related structures.
- Providing all required materials, resources, and manpower for the construction of these structures and on-site support during the event.
- Ensuring all installations comply with safety standards, and local regulations including statutory permission, Reporting & photography after completion of the event.
- Coordination with NJB for the smooth execution of the event after getting NJB approval.
- Maintenance and upkeep during the event duration.
- The agency will carry out the assignment in accordance to the highest standards of professional excellence coupled with ethical competence and integrity, having due regard to the terms, conditions and standard of the assignment expected to be delivered.

4. **ELIGIBILITY CRITERIA**

To qualify for consideration, the Event Management Organizations must meet the following criteria:

- **Experience:** A minimum of 3 years of experience in designing and constructing temporary stalls and pavilions for trade fairs, exhibitions, or similar events and preference will be given to those Event Management Agencies who have working experience under the Ministry of Textiles, Govt. of India.
- **Financial Stability:** The organization should have an average annual turnover of at least INR 1.00 cr. during the last three financial years (as per audited financial statements).
- **Technical Expertise:** Proven experience in the setup of large-scale trade fairs, exhibitions, or similar events. The bidder should provide details of at least 10 nos. of similar events completed in the last 3 years.
- **Infrastructure & Manpower:** Availability of one Registered Office in Big City/ State Capital, permanent office staffs and a dedicated team for event management including skilled labors etc. Also availability/stock of all basic fabrication materials viz. syma panels, octonorm system, space frame structure, lighting, accessories and all such items/materials required for fabrication/decoration /setting up of NJB Pavilion.
- **Legal Compliance:** The bidder should be registered under applicable laws (such as Trade Licenses, PAN, GST etc.) and should provide valid certifications.
- The Event Management Agency should never ever been blacklisted from any Govt. organization.
- For empanelment for the North-Eastern zone, the Event Management Agency must possess work permit /trade license from the North – Eastern states.

5. **SUBMISSION REQUIREMENTS**

Interested bidders should submit their bids with the following documents:

Packet (A) : Earnest Money Deposit, Eligibility and Credential RFP

- **Cover Letter:** A letter of application on the bidder's letterhead signed by an authorized signatory duly mentioned that each of every clause has been read and understood by us.
- **Application Form:** NJB prescribed Application Form (Annexure – I) to be duly filled and submitted.
- **Agency Profile:** Including details of experience, infrastructure, manpower etc.
- **Financial Stability:** The organization should have annual turnover of **at least INR 1.00 cr** during the last three financial years (as per audited financial statements).

- **Work Experience:** Details of at least 10 nos. of events undertaken in the last 3 years related to the construction of stalls/pavilions (with event work, client details and value).
- **Legal Compliance:** The bidder should be registered under applicable laws (such as Trade Licenses, PAN, GST etc.) and should provide valid certifications.
- **EMD & Security Deposit.** Earnest Money of **Rs. 50,000/-** (Rupees Fifty Thousand only) in the form of Demand Draft / Pay Order drawn in favour of “**NATIONAL JUTE BOARD**”, payable at Kolkata or proof of NEFT/IMPS along with a covering letter.

RFP not accompanied by the Earnest Money will be rejected. Earnest Money of the unsuccessful applicants will be refunded within 90 days & EMD of successful bidder will be converted into Security Deposit.

- Bank Details of NJB are as under :-

Name of the Payee	: National Jute Board
Bank & Branch	: Bank of Baroda, Camac Street Branch, Kolkata-700016
Account No.	: 09020200000849
IFSC	: BARB0CAMACS

All the documents as mentioned above should be arranged serially with page number and a declaration on total pages of documents as contained in **PACKET A**.

Packet B: Technical / Creative Proposals

- **Design Portfolio:** Samples of design work, including plans or layouts of previous exhibition stalls/pavilions.
- **Technical Expertise:** Proven experience in the setup of large-scale trade fairs, exhibitions, or similar events. The bidder should provide details of at least five similar events completed in the last 3 years.

Presentation to be made by the qualified RFP agencies of Packet – B for technical evolution before the RFP Evaluation Committee members for evaluating with regard to layout planning and creative design of facia and other artworks for the event/fair.

Both Packet A & Packet B should be in a sealed envelope, marked clearly with the respective titles, and marked "**Tender for Empanelment of Event Management Agencies for Design, Fabrication, Decoration and Setting-up of National Jute Board Pavilion in Fairs/Exhibitions in India for the Financial Year 2025-26**" and the Zone for Empanelment should also be specified.

6. EVALUATION PROCESS & SELECTION

Evaluation of Packet A - The credentials of the applications as enclosed in Packet A will be examined first. The credentials will broadly cover the following areas:

- EMD & Security Deposit
- Financial Stability
- Work Experience
- Infrastructure & Resource/ Manpower Strength
- Legal Compliance

In case application does not meet the criteria for eligibility and credentials as mentioned in Packet - A, his Packet – B will not be opened/ evaluated. Qualified Agencies of Packet – A will be given the opportunity to make presentation before the Evaluation Committee while opening the Packet - B.

Evaluation of Packet B –

- (i) An illustrative presentation to be given by the qualified RFP agencies regarding layout planning and creative design of facia and other artworks for the event/fair.
- (ii) Quality of previous work
- (iii) Technical Expertise

A weighted scoring mechanism (Annexure – II) will be applied to finalise the empanelled vendors.

7. PRE-BID MEETING

For any clarification regarding this RFP, a pre-bid meeting will be held in **National Jute Board (NJB)**, “PATSAN BHAWAN”, 5th & 6th Floor, Street No. 175, CF-6/1, Action Area-1, New Town, Kolkata- 700156 on physical mode on **02nd May 2025**.

8. SUBMISSION DEADLINE

All bids must be submitted by **08th May 2025, 1:00 PM**. Late submissions will not be considered.

9. RFP OPENING

The RFP will be opened on **8th May 2025 at 3:00 PM** in the presence of the bidders or their authorized representatives at the NJB office mentioned above.

10. TERMS & CONDITIONS

- **Validity of RFP:** The RFP should remain valid for a period of 90 days from the date of opening.
- **EMD & Security Deposit.** An Earnest Money Deposit for **Rs.50,000/-** (Rupees Fifty Thousand only) in favour of “**NATIONAL JUTE BOARD**”. Offers not accompanied by the Earnest Money will be rejected. Earnest Money of the unsuccessful bidders will be refunded within 30 days & EMD of successful bidder will be converted into Security Deposit.
- **Contract Period:** The contract will be valid initially for the Financial Year 2025-26. Based on satisfactory performance of the vendors during the FY 2025-26, agreement may be extended mutually for two more Financial Year.
- **Termination:** NJB reserves the right to terminate the contract at any time if the bidder fails to perform satisfactorily.
- **Confidentiality:** All details shared in the RFP and during the contract period must be kept confidential.
- **Arbitration:** Any dispute arising out of this RFP will be resolved through arbitration in accordance with the Arbitration and Conciliation Act, 1996. All disputes are subject to Kolkata Jurisdiction only. Dispute, if any, arising out of providing the said service shall be settled mutually or arbitration by sole arbitrator to be appointed by the Secretary, NJB posted at Kolkata, West Bengal.

11. **RFP SUBMISSION ADDRESS**

- RFP submissions must be sent to:

To,
The Secretary
National Jute Board (NJB)
“PATSAN BHAWAN”, 5th & 6th Floor,
Street No. 175, CF-6/1, Action Area-1,
New Town, Kolkata-700156

- **Contact Information:**
For any clarification regarding this tender, please contact
National Jute Board
E.mail : jute@njbindia.in

This document provides the full details of the requirements and expectations from the event management organizations seeking to be empanelled with NJB. We look forward to receiving your bids and collaborating for the successful execution of our events.

Any Corrigendum/ Addendum/ Notification w.r.t. this RFP will be published at our website: www.jute.com only. All the bidders/ tenderers are informed to follow our said website regularly for any such updation. NJB will not be responsible for ignorance of such updation of the bidders/ tenderers. NJB reserves the right to reject any or all the RFP(s) without assigning any reason thereof.

Secretary
National Jute Board

Annexure - I

EMPANELMENT OF EVENT MANAGEMENT AGENCIES FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF NATIONAL JUTE BOARD PAVILION IN JUTE FAIRS IN INDIA DURING 2025-26

Zone applied for:

Zone 1 :

Zone 4 :

Zone 2 :

Zone 5 :

Zone 3 :

Zone 6 :

1	Name of the Agency:		
2	Nature of Agency: (Ltd., Co., Partnership, etc.): <i>(Attach copy of Partnership Deed / Certification in Incorporation)</i>		
3	Year of Establishment:		
4	Registration No. if any / Trade License No.: <i>[Clearly mentioned the nature of work as Exhibition/ Event Management] (Attach photocopy)]</i>		
5	Registered Office:		
6	Address for communication: <i>[with Name of Contact Person, Mobile No. if any]</i>		
7	Name of Director / Proprietor / Partners: <i>(With Address and Telephone Nos.)</i>		
8	Annual business turnover for last three years: (2021-22, 2022-23 & 2023-24 certified from the auditor)	FY: 2021-22	(Rs. in lakh):
		FY: 2022-23	(Rs. in lakh):
		FY: 2023-24	(Rs. in lakh):
9	Permanent Income Tax Account No.: <i>(Copy to be enclosed)</i>		
10	GST Reg. No.: <i>(Copy of GST Reg. and proof of current GST return filed to be enclosed)</i>		

11	Income Tax Return for the FY: 2021-22, 2022-23 & 2023-24: <i>(Copies to be enclosed)</i>	FY: 2021-22	YES/ NO
		FY: 2022-23	YES/ NO
		FY: 2023-24	YES/ NO
12	Bank Details (copy to be enclosed)	Bank Name: Branch Name: A/c No.: IFSC:	
13	Submission of copies of Work Orders of same nature of work for the FY: 2021-22, 2022-23 & 2023-24 with having proof reflecting in the bank statement: <i>(Copies to be enclosed)</i>	Financial Year	Nos. of Work Orders
		FY: 2021-22	
		FY: 2022-23	
		FY: 2023-24	
14	Earlier undertake/ managed similar type of work with NJB (If yes, give details and documents proof)		
15	Submission of declaration on never ever been blacklisted from any Govt. organization	YES/ NO	
16	Any other information which you like to add.		

I/We do hereby certify that the information, as provided above are correct and true in all respect. In case of furnishing of any false information or suppression of any information, the application shall be liable for rejection and any penal proceedings, if it deemed fit.

SIGNATURE :

NAME :

AGENCY NAME :

SEAL :

PLACE :

DATE :

Annexure - II

CRITERIA FOR EVALUATION OF THE TECHNICAL / CREATIVE BIDS

Sl. No.	Suggested Marking System	Weightage (Marks)	Marks Awarded
1.	Creative and Technical Capabilities (Presentation, Concept, Designs, etc.)	30	
2.	Experience in Event Management 3 years : 5 Marks 4-5 years : 10 Marks > 5 years : 15 Marks	15	
3.	Past Performance & Clientele (Govt./PSUs) in last 3 years 10-15 nos. : 5 Marks 16-20 nos. : 10 Marks > 20 nos. : 15 Marks Extra 5 Marks for working with MoT, GoI	20	
4.	Financial Stability (Turnover as per audited financial statements) < 2 cr. : 5 Marks 2-5 cr. : 10 Marks > 5 cr. : 15 Marks	15	
5.	Manpower Permanent staffs – < 5 nos. : 5 Marks > 5 nos. : 10 Marks	10	
6.	PAN India Operational Capability < 3 states : 3 Marks 3-5 states : 5 Marks > 5 states : 10 Marks	10	
	Total Marks:	100	