

National Jute Board | Ministry of Textiles | Govt. of India

NATIONALJUTEBOARD
Ministry of Textiles, Govt.of India
Patsan Bhawan
5th & 6th Floor, Street No. 175, Plot No. 6/1
CF Block, Action Area – 1, New Town
Kolkata – 700 156
Email: jute@njbindia.in

NIT No 13/NJB/ MD/Jute Fair Raipur (Chhattisgarh)/Jute Fair Siliguri (WB)/ Jute Fair CC-2-New Town (WB) /Tender/2023-24 Dated 16.02.2024

TENDER NOTICE

Sealed Tenders are invited by the **Secretary, National Jute Board (NJB), Patsan Bhawan, 5**th **& 6**th **Floor, Street No. 175, Plot No. 6/1, CF Block, Action Area - 1, New Town, Kolkata -700156** 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:-

- (A) Jute Fair, Raipur, Chhattisgarh
- (B) Jute Fair, Siliguri, WB
- (C) JuteFair, CC2, Kolkata, WB 2024.

Venue & Proposed Date:

- (A) Tentatively during 05 th -13 th March, 2024 in the City Centre, Ambuja Mall, Bidhan Sabha Road, Raipur, Chhattisgarh 492007.
- (B) Tentatively during 15th-23th March, 2024 in the City Centre, Siliguri at S.P. Mukherjee Road, Khalpara Near Gandhi Maidan, Siliguri, West Bengal 734005.
- (C) Tentatively during 16th –24th March, 2024 in the City Centre-2, New Town, Kolkata, West Bengal.

Important to NOTE:

- Agencies are advised to carefully read the terms and condition before submission of tender.
- Agencies interested to participate in the tender for more than one (01) Jute Fair are advised to submit the tender for each Jute Fair separately.
- The Tender Committee constituted for the purpose would open the Tender both Technical and Financial Bid, examine and process as per Tender formalities
- Agencies whose **Packet A (Technical & EMD)** could not be considered by the Evaluation Committee; their Financial Bid shall not be opened. The decision of the Committee is final and no further communication will be entertained.
- Incomplete tender documents without Earnest Money deposit / partly filled schedule of rates and Amount will be summarily rejected as invalid tenders.
- 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
- NJB is not bound to accept the lowest tender or to assign any reason for non acceptance.

1. The Tenders must be submitted in two(02) parts

(a) Packet A: Technical and Earnest Money Deposit and contain the following documents:

- i. Tenderers should deposit Earnest Money deposit of Rs 10,000 (Rupees Ten Thousand only) through Demand Draft/ Cheque in favour of National Jute Board, UCO Bank, A/C No "07030210001233" IFSC UCBA0000703.
- ii. Copy of GST Registration Certificate & to submit current GSTR return of the FY 2023-24 (Current Quarter)
- iii. Copy of Trade License (Clearly mentioned Nature of work is Exhibition/ Event Management) Also the firm should possess a valid Trading License/ Work Permit etc. as and when required while working in the state of Chhattisgarh.
- iv. Copy of Income Tax Return for the last 3 years.
- v. Copy of Audited Financial Statement for the last 3 years.
- vi. Copies of Work Order of at least for 3 events in a year from Central/State Government/ Public Sector Undertaking and Autonomous Bodies during the last 3 years. Proof of Payment receipt against such Work Order (Bank Statement highlighting receipt of payments towards carrying out work to be enclosed) in undertaking similar jobs. Preference will be given to such Bidders having conducted and managed same nature of work under Govt. of India earlier.
- vii. Declaration by the Tenderer on Company Letter Head duly signed and stamped by the person signing the Tender document having proper ID proof that the Agency have not been debarred / black listed from participating in the Tender process by any Govt. Agency before.
- viii. Declaration by the Tenderer on Company Letter Head duly signed and stamped by the person signing the document having proper ID proof that the Agency remain capable and agreed to provide 20% of the Gross Value of the Contract as Security Deposit if work order is awarded.
 - ix. Declaration by the Tenderer on Company Letter Head duly signed and stamped by the personsigning the Tenderdocumenthaving proper ID proof that the Agency agreed to a bide by all the terms & condition of this tender and items wise / components of BOQ have been quoted.

(b) Packet B: Financial Bid:

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:

- i. The Financial Bid complete in all respect as per Annexure-I should be submitted in sealed envelope superscribing Financial Bid for Jute Fair at......
- ii. Packet 'B' of the qualified agencies will be opened subsequently by the Committee constituted for the purpose Tenderer may remain present and no separate intimation will be given.

2. Last Date & Time of submission of Tender: 23rd February 2024 (Friday) up to 13.00 Hrs

3. Agencies interested to participate in the tender for more than one (01) Jute Fair are advised to submit the tender for each Jute Fair separately in One Single Main Envelope (containing Both **Technical Bid and Earnest Money Deposit** in One Envelope and **Financial Bid** in second envelope) along with all required documents as mentioned at **Packet A & B** in Main Envelop super subscribing "**TENDER FOR JUTE FAIR RAIPUR, CHATTISGARH/SILIGURI(WB)/CC-2 New Town Kolkata (WB)**" addressed to "The Secretary, National Jute Board, Kolkata".

Address: Patsan Bhawan, 5th & 6thFloor, Street No. 175, Plot No. 6/1, CF Block, Action Area - 1, New Town, Kolkata – 700156.

- **4. OpeningofTender: 22**nd **February 2024 (Thursday) at 15.00 Hrs at NJB's Head Office** at Patsan Bhawan, 5th & 6th Floor, Street No. 175, Plot No. 6/1, CF Block, Action Area 1, New Town, Kolkata 700156. (Tenderer may remain present and no separate intimation will be given).
- **5.** 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/ E-Payment Facility /NEFT/ RTGS** valid for a period of sixty days. [immediate after issue of Work Order].
- **6.** All the pages in the Tender document should be Signed and All pages should have **Serially numbered.**

GENERAL CONDITIONS

- i. Rules and regulations of City Centre Authority at Raipur/Siliguri/CC-2 New Town Kolkata should be strictly followed at site.
- ii. All necessary NOC / Permission from the Local District Administration Raipur/Siliguri/CC-2 New Town Kolkata as well as from In-Charge 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.
- iii. 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.
- iv. The allotted area will be available for erection of stalls, etc. one day before the commencement of the Jute Fair.
- v. The tenderer should dispose off, remove, and clear from site all materials/ furniture/ stores used for the event within 10 hrs after the fair is over.
- vi. 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.
- vii. All disputes are subject to Kolkata jurisdiction only. Dispute, if any, shall be settled mutually or arbitrator to be appointed by the Head-Marketing, NJB at Kolkata, West Bengal.

(A) Jute Fair Raipur

Annexure-I

(FORMAT FOR SUBMISSION OF FINANCIALBID) (TO BE SUBMITTED ON AGENCY'S LETTER HEAD)

TENDER FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF NJB PAVILION/STALLS AT THE OPEN AREA WITHIN THE PREMISES OF CITY CENTRE RAIPUR, CHHATTISGARHFROM05th – 13th MARCH, 2024

Tentative Bill of Quantities (BOQ)

- Jute Fair in an Open Area (4000sqft.)inside the City Centre, Raipur, Chhattisgarh
- Jute FairDuration: 05th -13th March, 2024 (9days)
- Requirement, Date, Venue and activities/ Quantities are tentative and subject to change.

Sl. No.	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1.	Open Space – 4000 sq.ft: Steel Hanger with wooden platform to be constructed on the above mentioned area (4000) with minimum 6" above the ground level. Ceiling and inner wall to be covered by white cloth. Outer portion of the pavilion including roof and outside wall to be covered by water resistant tarpaulin and outside portion of tarpaulin by fabric. The entire floor area including entrance / exit portion to be carpeted by good quality carpet. 4 Nos. of gate to be constructed.				
2.	Fabricated Stalls: a. Size : 3mtrx3mtr b. Nos. :20nos c. System: Octonorm/Symapanel 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) x 1.5 ft (w), with tablecloth g. Chairs-2nos. h. Waste paper Basket -1no. i. LED Light - 6nos. j. Electricplugpoint-1no.	NA	20		
3.	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 seaterSofaset -2 no. 1 seaterSofaset -2 nos.	Lumpsum	02		

	 Centre Table with Glass Top-1no. Waste paper Basket -1no. Wi-Fi Connectivity in the Pavilion d. Promotional Jute Slogan printed in flex to be covered inside the wall of The NJB office (6ftx1ft): 10nos. e. LEDLight:5nos f. LED TV (40inch) with USB option: 1no. g. PlugPoint:2nos.(Excluding pedestal fan point) h. Pedestal Fan: 1no. 			
4.	Arrangement of Fascia (As per requirement): Preparation of art work, printing, Fabrication & Fixing of Front Fascia outside hall of approx. 100sq.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 Proper lighting of side fascia, Pillar, Box Gate with white Halogen Light (400W) (in adequate number) Arrangement of 20 standees (Art Work to be approved by NJB)	Lumpsum		
5.	General Lighting/ Fan in the Hall (a) Tube Light/ LED Light-Adequate nos. (b) Halogen Light (white) - 400W-Adequate nos. (c) Fan to each stall.	Lumpsum		
6.	Maintenance and Cleaning of NJB Pavilion/ Stalls for all days of the event: 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		
7.	Fire Safety Measures : Portable fire extinguisher at different location inside the Hall as per the Fire Safety norms.	Lumpsum		
8.	Security: 2 guards at the entry and 2 guards at the exit points during the exhibition period and 6 guards during night time.	Lumpsum		
9.	Inaugural Arrangement ➤ Floral decoration ➤ Inauguration lamp with red ribbon/scissor /candle in a tray with flower petals. ➤ 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 along with tea and Snacks for the VIP's and Dignitaries on the	Lumpsum	01	

	Day of inauguration			
	Arrangement of Visitor Book			
	Arrangement of 2-3nos. flower Bouquet			
	Arrangement of Inaugurator as per			
	advice of NJB officials and Car on the day of			
	Inauguration of the event.			
	Arrangement of two ushers/stall boy on			
	Inauguration Day and one for balance day			
	of the event.			
10.	DG set of adequate power to ensure regular and uninterrupted power supply throughout the fair days	Lumpsum		

Total Rs.	
Add applicable Tax:	
• •	(%)
Total Rs.	

Signature and Stamp of the Agency

(B) Jute Fair Siliguri

Annexure-I

(FORMAT FOR SUBMISSION OF FINANCIAL BID) (TO BE SUBMITTED ON AGENCY'S LETTER HEAD) TENDER FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF NJB PAVILION/STALLS AT THE OPEN AREA WITHIN THE PREMISES OF CITY CENTRE SILIGURI, WEST BENGL FROM 15th - 23rd MARCH, 2024

Tentative Bill of Quantities (BOQ)

- Jute Fair in an Open Area (Approx. 3500sqft.) inside the City Centre, Siliguri, West Bengal
- JuteFairDuration:15th 23nd March, 2024
- Requirement, Date, Venue and activities/Quantities are tentative and subject to change.

Sl. No.	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1.	OpenSpace-3500sq.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.				
2.	Fabricated Stalls: g. Size : 3mtrx3mtr h. Nos :20nos i. System: Octonorm/Symapanel j. Carpeting k. Stall Fascia : Having name of the participating units and logo of NJB l. Furniture & Fixture: Each stall will have ➤ Sale Counter Table-2nos.3ft(L)x1.5ft(w), with tablecloth ➤ Chairs-2nos. ➤ WastepaperBasket-1no. ➤ LEDLight-6nos. ➤ Electricplugpoint-1no.	NA	20		

3.	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 d. Fascia:Logo, National Jute Board e. Furniture: 3 seaterSofaset -2 no. 1 seaterSofaset -2 no. Centre Table with Glass Top-1no. Waste paper Basket-1no. Wi-Fi Connectivity in the Pavilion	Lumpsum	02
	 i. Promotional Jute Slogan printed inflex to be covered inside the wall of the NJB office (6ft x 1 ft):10nos. j. LED Light: 5nos k. LED TV (40inch) with USB option: 1no. l. PlugPoint:2nos.(Excluding pedestal fan point) m. PedestalFan:1no. 		
4.	Arrangement of Fascia (As per requirement): (a) Preparation of artwork, printing, Fabrication & Fixing of Front Fascia outsidehallofapprox.100sq.ft,BoxGate at the Main Entrance of approx. 1000 sq ft., Other Fascia(2nos.)in the side Gates of approx. 300sq.ft. The Fascia, Pillars, Box Gate should be fabricated on wooden frame covered with flex (Artwork to be approved by NJB) and (b) Proper lighting of the fascias including the side fascia, Pillar, Box Gate with white Halogen Light (400W) (in adequate number). (c) Arrangement of 20 standees (Art Work to be approved by NJB)	Lumpsum	
5.	General Lighting/ Fan in the Hall (a) Tube Light/ LED Light-Adequate nos. (b) Halogen Light (white)-400W-Adequate nos. (c) Fan to each stalls.	Lumpsum	
6.	 Maintenance and Cleaning of NJB Pavilion/Stalls for all days of the event: i. Proper maintenance and cleaning of the NJB Pavilion round the clock including arrangement of sanitizing material & Hand sanitizer. ii. Free supply of single use mask and providing Hand sanitization spray to 20 numbers of unit and NJB officials. 	Lumpsum	

7.	Fire Safety Measures : Portable fire extinguisher at different location inside the Hall as per the Fire Safety norms.	Lumpsum		
8.	Security: 2 guards at the entry and 2 guards at the exitpointsduringtheexhibitionperiodand6 guards during night time.	Lumpsum		
9.	Inaugural Arrangement: Floral decoration Inauguration lamp with red ribbon/scissor /candle in a tray with flower petals 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 along with tea and snacks for the VIP's and Dignitaries on the day of inauguration Arrangement of Visitor Book Arrangement of 2-3nos. flower Bouquet Arrangement of Inaugurator as per advice of NJB officials and Car on the day of Inauguration of the event. Arrangement of two ushers/stall boy on Inauguration Day and one for balance day of the event.	Lumpsum	01	
10.	DG set of adequate power to ensure regular and uninterrupted power supply throughout the fair days	Lumpsum		

Total Rs	
Add applicable Tax:	
• •	(%)
Total Rs.	

Signature and Stamp of the Agency

(C) JuteFairCC-2, New Town, Kolkata (WB)

Annexure-I

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

TENDER FOR DESIGN, FABRICATION, DECORATION AND SETTINGUP OF NJB PAVILION/ STALLS AT CITY CENTRE /WITHIN ITS PREMISES FOR JUTE FAIR ATCITY CENTRE-2 NEW TOWN, KOLKATA, WEST BENGAL FROM 16th-24thMarch 2024

Tentative Bill of Quantities (BOQ)

- Jute Fair in an Open Space area approx 3500 Sqft inside the City Centre-2, New Town, Kolkata, W.B
- Jute Fair Duration:16th 24th March 2024 (9days)
- Requirement and activities/ Quantities are tentative and subject to change.

Sl	Schedule of Items	Unit	Quantity	Rate	Amount
No				(Rs)	(Rs)
1.	 Semi-permanent structure to resist Inclement weather – rain and wind and inconformity with the official of Mall Authority. Area-3500SqFt approx. Wooden Platform to be constructed on the above mentioned area (3500 sq ft. approx) with minimum 6" above the ground level. Ceiling and inner wall to be covered by white cloth. Outer portion of the pavilion including roof and outside wall to be covered by water resistant tarpaulin and outside portion of tarpaulin should be covered by fabric /other material to maintain the aesthetic nature of the mall. The entire floor area including entrance / exit portion to be carpeted by good quality carpet 4 nos of Gate to be constructed. 				
2.	Fabricated Stalls: a. Size:3mtrx3mtr b. Nos: 20nos c. System: Octonorm/ Symapanel d. Carpeting e. Stall Fascia: Having name of the participating units and logo Of NJB and Jute Mark India Logo f. Furniture & Fixture: Each stall will have Sale Counter Table-2nos.3ft(L)x1.5ft(w),with tablecloth Chairs- 2nos. Waste paper Basket-1no. LED Light- 6nos, Electric plug point -1no. 1Fan each stall	No	20		

3	Arrangement of Fascia (As per requirement):	Lump		
	(a) Preparation of artwork, printing, Fabrication &	sum		
	Fixing of Front Fascia outside hall of			
	approx.100sqft, 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			
	(b) Proper lighting of the fascias including the side			
	fascia, Pillar, Box Gate with white Halogen Light			
	(400W) (in adequate number).			
	(c) Arrangement of 15 standees (Art Work to be			
	approved by NJB)			
4.	General Lighting/Fan/Wi-Fi facilities in the NJB Stalls	Lump		
	(a) Tube Light / LED Light -Adequate nos.	sum		
	(b) Halogen Light (white)-400W-Adequatenos.inthe			
	area allotted for NJB Jute Fair.			
	(c) WiFi facility throughout the Exhibition Period.			
5.	Maintenance and Cleaning of NJB Pavilion/Stalls for all	Lump		
	days of the event Proper maintenance and cleaning of	sum		
	the NJB Pavilion round the clock including			
	arrangement of sanitizing material & Hand sanitizer.			
6.	Fire Safety Measures: Portable fire extinguisher at	Lump		
0.	different location inside the NJB Jute Fair allocated area	sum		
	As per the Fire Safety norms.	Juin		
7.	Security:2Guardsattheentryandexitpointsduring the	Lump		
	exhibition period and 2 guard during night time	sum		
8.	Inaugural Arrangement:			
	Floral decoration with decorative items			
	Inauguration lamp with red ribbon/scissor/	Lump		
	candle in a tray with flower petals	sum		
	Photography with Pen Drive and Album			
	Arrangement of Visitor Book			
	Arrangement of one dedicated Stall Boy throughout the event			
	Arrangement of 2-3 nos. flower Bouquet.			
	Provision of Drinking Water (Adequate			
	Quantity)during the Event period			
	Arrangement of Car on the day of Inauguration			
	and coordination with the Inaugurator			
	inaugurating the event			
	Arrangement of Tea/ Snacks for the visiting NJB			
	Officials/ Chief Guest attending the inauguration Of the event.			

Tota	l Rs		
Add	applicable '	Tax:	
			(%)
Tota	l Rs		

NOTE

- i) TheareawillbeavailableonedaybeforetheJuteFairandshouldbedismantledafterthe exhibition is over on the same day.
- ii) TheselectedagencywillcoordinatewiththeLocalAdministration/Municipalityforobtaining 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) Allmaterialswillbeonhirebasis.Pricestobequotedaccordingly.Applicabletaxshouldbe 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 constant.
- viii) In case postponement of the event due to COVID related/or any other restriction imposed 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 one day prior to the inauguration of the event. NJB would have no liabilities for any construction work started before one day of the inauguration of the event.

TOTAL:	(Rupees)
---------------	---------	---

Signature of Authorized Representative with date and stamp