



## NATIONAL JUTE BOARD

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

NIT No 13/NJB/MD/Jute Masks/Tender/2021-22

Dt. 05.03.2022

### TENDER NOTICE

Sealed Tenders are invited by the **Secretary, National Jute Board (NJB), 3A& 3B, Park Plaza, 71, Park Street, Kolkata-700 016** from manufacturer of repute with good financial standing for manufacturing of Jute Masks with Jute Mark India Logo for distribution at the eve of the launching of Jute Mark India Logo tentatively during 12<sup>th</sup>-14<sup>th</sup> March 2022.

### SCOPE OF WORK:

Manufacturing and supply of Jute Mask to National Jute Board against Work order. The payment mode will be : 50% of payment alongwith Work Order and rest on receipt of consignment. The features of Jute Mask are given below :-

- (a) Size Specifications :
    - (i) Small Size :  
A: 7" B: 6" C: 3.50"
    - (ii) Medium Size:  
A: 8.25" B: 6.5" C: 4.2"
    - (iii) Large size:  
A: 8.75" B:7.2" C : 4.5"
  - (b) Elastic ear fittings on both sides.
  - (c) A minimum of three layers – JUCO(at least one layer at the outside), Cotton and Non-woven (smelt-blown). The minimum percentage of Jute in the product should be more than 50%.
  - (d) Digitally printed Jute Mark India Logo.
  - (e) Inter-locking stitching.
- \***JUCO Definition** : JUCO is a relatively new and sturdy fabric made of a mixture of jute >50% and cotton.

### REQUIREMENTS FOR COMPLIANCE :

1. The Tender is 2 part bidding process : Technical and Financial bid.

#### **Technical bid :**

2. The following documents duly signed / stamped by the authorized signatory of the Agency should be submitted as '**Technical bid**' (Please note that all the documents are important for valid Technical bid) : -

- (a) Earnest Money deposit of Rs 10,000/-(Rupees Ten Thousand only) in the form of pay order / Demand Draft / E-Payment Facility / NEFT / RTGS in favour of National Jute Board, UCO Bank, A/C No "07030210001233" IFSC – UCBA0000703
- (b) Copy of GST.
- (c) Copy of Trade License.

- (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 Experience in manufacture of Jute Diversification Products.
- (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 abide by all the terms & condition of this tender.
- (j) The bidder must be registered with NJB.
- (k) Tenderers who are working with NJB as collaborating Agency will be preferred.
- (l) A sample of digitally printed Mask with Jute Mark India logo in accordance with mentioned specification is to be enclosed with Technical bid.

3. **Financial bid** : The format for submission of Financial bid (at Annexure-I) should be neatly filled in without correction by the Agency and signed / stamped on each page by the authorized signatory. The financial bid should be put in one Envelope superscribing 'Financial bid'.

4. Interested agencies are requested to submit Tender in two envelopes (Technical and Financial) separately. The two envelopes containing Technical & Financial part are to be submitted in another closed envelope along with all required documents as mentioned at SI No 1. 2&3. The Envelop should superscribe "TENDER FOR SUPPLY OF JUTE MASK" and addressed to "The Secretary, National Jute Board, Kolkata". Address : 3A & 3B Park Plaza(3<sup>rd</sup> Floor) , 71 Park Street, Kolkata - 700 016. The Tender may be put in the 'Tender Box' at the Reception area of NJB, Kolkata before scheduled date and time.

5. Last Date & Time of submission of Tender : 11<sup>th</sup> March, 2022 at 1300 HRS

6. Opening of Tender : 11<sup>th</sup> March, 2022 at 1500HRS at NJB's Head Office at 3A & 3B Park Plaza(3<sup>rd</sup> Floor),71 Park Street, Kolkata - 700 016.

(Tenderer may remain present and no separate intimation will be given)

7. The Tender Committee constituted for the purpose would open the Tender bid first. Please note that the financial bid of the Agency will be opened if the Technical bid of the Agency is valid and found to be in order.
8. Incomplete tender documents viz non submission of EMD / documents, Earnest Money deposit / partly filled schedule of rates / amount will be summarily rejected and will be declared as invalid tenders.
9. 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.

Note :-

1. It is herein brought out that in case of capacity constraints to deliver, the counter offer to L2 / L3 and below @ same finalized rate as L1 may be made.
2. As per Ministry of Micro, Small and Medium Enterprises Office of Development Commissioner (MSME), Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dt 23<sup>rd</sup> March, 2012 and amendment dt 9<sup>th</sup> November, 2018 :-
  - (i) Out of 25% target of annual procurement from Micro and Small Enterprises, a sub-target of 25% shall be earmarked for procurement from Micro and Small Enterprises owned by the Scheduled Caste or the Scheduled Tribe entrepreneurs. Provided that , in event of failure of such Micro and Small Enterprises to participate in tender process or meet tender requirements and L1 price, 4% sub-target for procurement earmarked for Micro and Small Enterprises owned by Scheduled Caste or Scheduled Tribe entrepreneurs shall be met from other Micro and Small Enterprises.

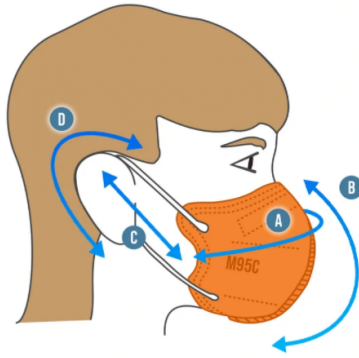
(ii) In tender, participating Micro and Small Enterprises quoting price within price band or  $L1+15\%$  shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20% of total tendered value. In case of more than one such Micro and Small enterprise, the supply shall be shared proportionately (to tendered quantity).

**(FORMAT FOR SUBMISSION OF FINANCIAL BID)  
(Should be neatly filled in and submitted)**

**TENDER FOR SUPPLY OF JUTE MASK**

Tentative Bill of Quantities (BOQ)

Design :



**PRODUCT SIZE INFORMATION**

A	B	C	D
7"	6"	3.50" ~ 5.20"	6.90"

Size Specifications :

(i) Small Size :-

A: 7" B: 6" C: 3.50"

(ii) Medium Size:

A: 8.25" B: 6.5" C: 4.2"

(iii) Large size:

A: 8.75" B: 7.2" C : 4.5"

- Elastic ear fittings on both sides.
- A minimum of three layers – JUCO (at least one layer at the outside), Cotton and Non-woven (smelt-blown). The minimum percentage of Jute in the product should be more than 50%.
- Digitally printed Jute Mark India Logo.
- Inter-locking stitching.

SI No	Schedule of Items	Rate (Rs)
	<b>Jute Mask Features mentioned above</b>	

Agency Stamped Signature of Authorised representative

**JUTE MARK INDIA LOGO**

