



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

**NATIONAL JUTE BOARD**  
**Ministry of Textiles, Govt. of India**  
**Patsan Bhawan**

**5<sup>th</sup> & 6<sup>th</sup> Floor, Street No. 175, Plot No. 6/1**  
**CF Block, Action Area – 1, New Town**  
**Kolkata – 700 156**  
**Email: jute@njbindia.in**

**NIT No.16/NJB/ MD/Jute Fair Calicut (Kozhikode)/ Tender/2024-25**

**Dated 14.09.2024**

**TENDER NOTICE**

Sealed Tenders are invited by the **Secretary, National Jute Board (NJB), Patsan Bhawan, 5<sup>th</sup> & 6<sup>th</sup> 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 the Auditorium Hall at Ground floor of M/s Snehanjali Community Hall, Kallai Road, Calicut – 673002( Kozhikode) for Jute Fair Calicut 2024.

Details of tentative Venue & Proposed Date of the Jute Fair :

**(A) Venue proposed :** Ground Floor of M/s Snehanjali Community Hall, Kallai Road, Calicut – 673002 (Kozhikode), Approx. space area : more than 8000 sq ft

**(B) Proposed Date : 25<sup>th</sup> September 2024 to 29<sup>th</sup> September 2024 [24<sup>th</sup> September 2024 for Stall Fabrication]** as per the available date

**Important to NOTE:**

- Agencies are advised to carefully read the terms and condition before submission of tender.
- 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 tender.
- 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, Bank of Baroda, Camac Street Branch, Kolkata – 700016, A/C No “09020200000849” IFSC – BARB0CAMACS. (In case of E-payment, necessary proof of e-payment may please be attached).
- ii. Copy of GST Registration Certificate & to submit current GSTR return of the FY 2024-25 (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 Kerala.

- 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 person signing the Tender document having proper ID proof that the Agency agreed to abide 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 super scribing Financial Bid for Jute Fair at Calicut (Kozhikode)
- ii. Packet 'B' of the qualified agencies i.e Agencies whose **Packet A (Technical & EMD)** have been considered by the Evaluation Committee 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: 18<sup>th</sup> September 2024 (Wednesday) up to 13.00 Hrs**

3. Agencies interested to participate in the tender are advised to submit the tender for Jute Fair Calicut (Kozhikode) 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 CALICUT(KOZHICODE)"** addressed to "The Secretary, National Jute Board, Kolkata" ,Address: Patsan Bhawan, 5<sup>th</sup> & 6<sup>th</sup>Floor, Street No. 175, Plot No. 6/1, CF Block, Action Area - 1, New Town, Kolkata – 700156.

4. **Opening of Tender: 18<sup>th</sup> September 2024 (Wednesday) at 15.00 Hrs at NJB's Head Office** at Patsan Bhawan, 5<sup>th</sup> & 6<sup>th</sup> 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 the M/s Snehajali Community Hall Authority at Kallai Road, Calicut – 673002 (Kozhikode) should be strictly followed at site.
- ii. All necessary NOC / Permission from the Local District Administration Calicut (Kozhikode) 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. Department 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.

**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 Ground floor of M/s. Snehanjali Community Hall, Kallai Road,  
Calicut-673002, Kerala from 25<sup>th</sup> -29<sup>th</sup> September 2024**  
**Tentative Bill of Quantities (BOQ)**

- Jute Fair in a covered Space area more than 8000 Sq ft at Ground floor of M/s. Snehanjali Community Hall, Kallai Road, Calicut-673002,
- Jute Fair Duration: 25<sup>th</sup> -29<sup>th</sup> September 2024

Requirement and activities/Quantities are tentative and subject to change.

Sl. No.	Schedule of items	Unit	Qty	Rate (in Rs.)	Amount (in Rs.)
1.	<b>Covered Space – more than 8000 Sq. ft.</b>				
2.	<b>Fabricated Stalls :</b>	No.	20		
	a. Size : 3mtr x 3mtr				
	b. Nos : 23 nos or more				
	c. System : Octonorm Syma panel				
	d. Stall Fascia: Having name of the participating units and logo of NJB				
	e. Furniture & Fixture : Each stall will have				
	➤ Sale Counter Table - 2 nos. 6 ft (L) x 2 ft (w), with table cloth				
	➤ Chairs- 2 nos.				
	➤ Waste paper Basket - 1 no.				
	➤ Spot Lights - 3 nos,				
	➤ Fans - 1 No. per Each Stall				
	➤ Electric plug point				
3.	<b>Reception / Office cum Product Display Area</b> (Including merchandising & Decoration)		01		
	a. Size : 200 sq.ft covered with Jute cloth				
	b. System : Octonorm panel				
	c. Fascia : with National Jute Board Logo				
	d. Furniture:				
	➤ 3 seater Sofa set -1 no.				
	➤ 1 seater Sofa set - 2 nos.				
	➤ Centre Table with Glass Top - 1 no.				
	➤ Display Table - 2 nos. (6ft x 2 ft)				
	➤ Waste paper Basket-1no.				
	e. Promotional Jute Slogan printed in flex (2 ft x 1 ft) :10 nos. (Text matter to be approved from NJB Marketing Department )				
	f. Light : 6 nos.				
	g. Plug Point : 2 nos.				
	h. Pedestal Fan : 2 nos.				
4.	<b>Carpeting</b>	SFT	8000		
	Entire covered space of 8000 sq.ft including the passage at the entrance (20 ft x10 ft) with good quality carpet.				
5.	<b>Main Fascia :</b>				

	(a) Preparation of artwork, printing, Fabrication & Fixing of Front Fascia at the Entrance Gate of the Hall [Box Gate at the Main Entrance of approx. 500 sq ft., Other Fascia (1 nos.) in the side Gates of approx. 150 sq.ft. The Fascia, Pillars, Box Gate should be fabricated on wooden frame covered with flex (Artwork Design to be approved by NJB)	Nos	2		
	(b) Proper lighting of the main fascia with white Halogen Light (400W) - 4 nos.	Nos	04		
	(c) Serial Lights for Entrance Arch - 10 Nos.	Nos	10		
	(d) Standees (6ft x 3 ft) - 6 Nos. (Artwork Design to be approved by NJB)	Nos	6		
6.	<b>General Lighting/ Fan/ Wi-Fi - in the Hall</b>				
	(a) Tube Light/ Led Light -15 nos	Nos	15		
	(b) Halogen Light (white) - 400 W - 4 no	Nos	4		
	(c) WiFi - Facility throughout the Exhibition period	Nos	1		
7.	Maintenance and Cleaning round the clock	Lump Sum	01		
8.	Fire Safety Measures: Portable fire extinguisher at different location inside the Hall	Nos	10		
9.	Security : 02 Guards at the entry and exit points during the exhibition period and 02 guards during night time	Nos	04		
10.	Arrangement of DG Set with minimum 40 kv load capacity in along with fuel & operator during the exhibition period	Nos	01		
11.	<b>Inaugural Arrangement</b>	Lump sum			
	(a) Floral decoration, with decorative items.				
	(b) Inauguration lamp with red ribbon /scissor/candle in a tray with flower petals/ arrangement of Visitor Book/ arrangement of 2-3 nos. flower Bouquet				
	(c) Photography with Pen Drive and Album				
	(d) Provision of crockery, glass, plate and paper cups in adequate quantity and arrangement of tea and cold drinks for the VIP's and Dignitaries during the date of inauguration.				
	(e) Arrangement of two ushers with proper dress code on Inauguration Day and one during the remaining days of the event. Biodata of two ushers to be sent and approved by NJB officer before the event.				
	(f) Arrangement of Inaugurator for the Jute Fair in consultation with NJB Official present on the occasion & one car to be arranged during the inauguration day.				

Total Rs. (1 to 11) :..... Add :

Applicable Tax : .....( % )

Total Amount Rs. ....

(Rupees :.....)

**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 next day (or on the last day Night). In case of any extra additional stalls (as per the requirement of NJB officials), if any, it will be calculated and added in the final bill, proportionately, as per the Stall rates, indicated in the Tender quotation.
- 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 to need based basis but keeping the overall space in the tender remain constant.
- viii) The construction of work related to the event should start only one 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 Rs. \_\_\_\_\_  
Add applicable Tax: \_\_\_\_\_  
(.....%)

Total Rs. \_\_\_\_\_

**Signature and Stamp of the Agency**