

National Jute Board

Ministry of Textiles, Govt. of India

Delhi Regional Office

NIT No.24/NJB/MD/JUTE FAIR SHIMLA-2025/TENDER/2024-25 DATED 20.02.2025

“ TENDER NOTICE FOR “JUTE FAIR- SHIMLA-2025”

Sealed Tenders are invited by the **National Jute Board (NJB), Ministry of Textiles, Govt. of India** from the bonafide Interior Decorators/Exhibitors/Contractors of repute with good financial standing for design, decoration and setting up of NJB's stalls in an open area (Foyer of the building) measuring about 4,000 Sq. ft.(± plus-minus 10%) **for an exhibition to be held from 2-11th March, 2025 at Indira Gandhi State Sports Complex, Mall Road, Shimla, Himachal Pradesh.** Detailed checklists/qualifications for the Interior Decorators/Exhibitors/Contractors and the Job Specifications for the Tender/Work are given hereunder:

Details of tentative Venue, Date of the Jute Fair:

- (a) **Venue: Indira Gandhi State Sports Complex, Mall Road, Shimla (HP)
(Approx. Open Space area: 4000-4500 Sq.ft.).**
- (b) **Proposed Date: 2-11th March, 2025 (10 days)**

SCOPE OF WORK:

The tentative details of job involved are given at **ANNEXURE-1.**

REQUIREMENTS FOR COMPLIANCE:

1. Tenderers should deposit Earnest Money deposit of Rs.10,000/- (Rupees Ten Thousand only) through pay order/Demand Draft/ E-payment Facility/NEFT/RTGS in favour of National Jute Board, New Delhi, **Punjab National Bank, A/c. No. 112000-21023-18155, IFS Code: PUNB0112000 payable at New Delhi**
2. Tender application along with the format for submission of financial bid (Annexure-1) duly filled in and signed should be enclosed with valid statutory documents:
 - a) Copy of GST..
 - b) Copy of Trade License relating to Event Management.
 - c) The Agency must have previous working experience related to event management with Ministry of Textiles or its subsidiaries.
 - d) Copy of the Income Tax Return for the last 3 years.
 - e) Copy of Audited Financial Statement for the last 3 years.
 - f) Copies of Work Order, Proof of Payment receipt against Work Order (Bank Statement highlighting receipt of payments towards carrying out the work to be enclosed) in undertaking similar jobs during the 2023-24 and 2024-25.
 - g) Declaration by the Tenderer that the agency has not been Black listed by any Govt. Agency during the last 3 years.

(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 INDIRA GANDHI STATE SPORTS COMPLEX,
SHIMLA CENTRE/WITHIN ITS PREMISES FOR JUTE FAIR-2025 INDIRA
GANDHI STATE SPORTS COMPLEX, MALL ROAD, SHIMLA (HP) FROM 2-11th
March, 2025

Tentative Bill of Quantities (BOQ)

- Jute Fair in an Open Space area 4000-4500 Sq.ft. in the INDIRA GANDHI STATE SPORTS COMPLEX, MALL ROAD, SHIMLA (HP)
- Jute Fair Duration: 2-11th March, 2025 (10 days).
- Requirement and activities/ Quantities are tentative and subject to change.

Sl. No.	Schedule of Items	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
1	Wooden Platform to be constructed on the above mentioned area (4000-4500 Sq. ft.) with minimum 6" Inch above the ground level. Ceiling and inner wall to be covered by water proof sheets.		4000-4500 Sq. ft.		
2	Fabricated Stalls: a. Stall size: 3x2, 3x3 mts. b. Nos. of Stalls: 22-24 c. System: Octonorm d. Fully Carpet e. Party Fascia f. Constructed Main Gate, as per design given by NJB Office. g. Fire Safety Measures: Portable fire extinguisher at different location inside the Hall/ Ground , as per the Fire safety norms.		22-24 jute stall		

commencement of the exhibition. The remaining 20% payment will be made on successful completion of the Exhibition.

17. In case, the Tenderer does not opt for 50% advance payment condition, he will be exempted from the 10% Security Deposit condition. In that case 70% payment will be made on completion of the Work and remaining 30% will be made on successful completion of the Exhibition.

GENERAL CONDITIONS:

1. Rules and regulations of the Jute Fair, Hall authority should be strictly followed at site.
2. All necessary NOC/ Permission from Police, Fire Department, Municipal Authority & Local administration and any other statutory permission as required shall be obtained before execution of the job. Any fees with proper bills from respective Govt. Deptt. will be reimbursed.
3. Tenderer may visit the site and also prepare indicated plan model of the NJB Pavilion keeping in view the indicative/ Tentative job specification (ANNEXURE-1) before Quoting financial bid.
4. The allotted area will be available for erection of stalls etc. one day before the commencement of the Jute Fair.
5. The tenderer should dispose off, remove and clear from site all materials/Furniture stores used for the event within 24 hrs. after the fair is over.
6. Final bill should be raised just after handing over the pavilion and the bill of Quanties should be certified by the official of NJB/Supervising Agency.
7. All dispute are subject to Kolkata jurisdiction only. Dispute, if any, shall be settled/ mutually or arbitrator to be appointed by the Secretary, NJB, Kolkata, West Bengal.

	<p>Entrance of the Hall, with 2 nos. side panels of 8 x 1 ½ Ft. size for the event in Digital Printout or flex base material.</p> <p>(ii) Power Backup: DG set of adequate power to ensure regular and uninterrupted power supply throughout the fair days</p> <p>(iii) Publicity: 20 Flex banners (6 x 4 Ft. each) with eyes on all four corners are to be provided.</p> <p>(iv) 2 backdrops (9x12 Ft. each) in Iron frame with stands are to be provided. - Matter for Gate Fascia & side panels, participants names' boards/fascia, banners and backdrops etc. will be provided well before the event.</p>		<p>01</p> <p>01</p> <p>20</p> <p>02</p>		
6	<p>Inaugural: For Inaugural arrangements - a red color ribbon & 1 No. Scissors & 1 decorative tray, 1 inauguration lamp (with cotton and oil for lighting) with candle & match box suitable for inauguration, are to be placed at the entrance of the Hall/Exhibition for inauguration.</p>	L/S	<p>01</p> <p>01</p>		

	Having name of the participating units and logo of NJB.				
3	Furniture & Fixture: A. Each stall will have sale counter Table (01) with table cloth B. Chairs (02) C. Waste paper Basket (01) D. LED Lights (04) E. Electric Plug point (each stall)	L/S			
4	NJB CAMP OFFICE: a) 3 x 3 sq.ft. fully carpet b) Octonorm System panel c) Fascia: NJB & Logo d) Three seater sofa (01) e) Two seater sofa (01) f) Center Table with Glass top (01) g) Waste paper basket (01) h) Promotional Jute Slogan printed in Flex to be covered inside the wall of the NJB Office (size 3 x 8 ft.) as per design given by NJB Office. i) LED Light-06 j) Plug Point-(01) k) Pedestal Fan- (01)	L/S	01- Stall		
				01	
				01	
				01	
				01	
				09	
				06	
				01	
				01	
5	(i) Lights: General Lighting & decoration are to be provided for the Fairground along with Welcome Banner/Gate (Fascia) of the size 12 x 4 Ft, with NJB Logo, at the	L/S			

7	Security: 2 (Two) Security Guards round the clock, Cleaning/Sweeping, etc. are to be provided.	L/S	02		
8	Cleaning & Carpet: (i) All stalls and walking passage are to be provided with wall-to-wall carpets. (ii) Proper maintenance & cleaning of NJB Pavilion round the clock including arrangement of sanitizing material & Hand Sanitizer.	L/S	-		

Accordingly, sealed tenders, for the above event, complete in all respects superscribing the envelop “ **Jute Fair Shimla 2025**” and addressed to “**The Secretary, National Jute Board (NJB), Ministry of Textiles, Govt. of India, 508 & 509 Prakash Deep Building, 7 Tolstoy Marg, Connaught Place, New Delhi-110001**” should reach not later than **12.00 hrs on 27th February, 2025**. Tenders will be opened on the same day at 16.00 hrs. in the presence of the tenderers.

No responsibility is accepted for postal delays.

The Board reserves the right to accept or reject any offer in full or in part or all the tenders without assigning any reason/s, whatsoever.
