



**NATIONAL JUTE BOARD**  
**Govt. of India, Ministry of Textiles**  
**508-509, Prakash Deep Building, 7-Tolstoy Marg,**  
**New Delhi- 110001**

**NIT No.03/13/2023-MP&SI (NJB, RO, Delhi)/Jute Expo/Banda**

**Dt. 29.11.2023**

**TENDER NOTICE**

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 measuring about 4,000 Sq. ft. ( $\pm$  plus-minus 10%) for an exhibition to be held from 13<sup>th</sup> – 17<sup>th</sup> December, 2023 at Grand Mela (State), Village-Simauni, Block-Babero, District Banda (Bundelkhand), Uttar Pradesh.

**A. Scope of Work:**

The tentative details and specifications of the job/work required to be executed by the Tenderer are given at **Annexure-I**.

**B. Checklists/Qualifications and requirements for compliances for the Tenderers:**

1. Tenderers should have Annual Turnover of over Rs.20.00 lakhs and above in atleast three years of the last five financial years;
2. Tenderers should have done design & construction of Stalls/Booths/Pavilion for fairs/exhibitions for any tow Govt. Deptts./Organizations/ EPCs/Industry Bodies (including NJB) in the past five years for the value of over Rs.5.00 lakhs each;
3. 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:
  - (a) Copy of GST.
  - (b) Copy of Trade License relating to Event Management.
  - (c) Copy of Income Tax Return for the last 3 years
  - (d) Copy of Audited Financial Statement for the last 3 years
  - (e) 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 as a proof fulfilling the conditions indicated at Sl.2 above

- (f) Declaration by the Tenderer that the Agency has not been black listed by any Govt. Agency during last 3 years.
  - (g) Declaration by the Tenderer that they are capable of undertaking the specified work and agreed to provide 20% of the Gross Value of the Contract as Security Deposit if work order is awarded.
  - (h) Declaration by the Tenderer that they agree to abide by all the terms & condition of this Tender and to provide items-wise/components of BOQsas quoted by them in the Bid.
4. Tenderer should make 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, PNB Bank, A/C No “1120002102318155” IFSC – PUNB-0112000.
  5. Last Date & Time for submission of Tender : 8<sup>th</sup>December, 2023 at 13.00 hrs
  6. Interested Agencies are requested to submit the Tender/Bid along with all required documents as mentioned at Sl. No 1 to4 above in a sealed Envelope super superscribing **TENDER for“Jute Grand (State) Mela-2023, Banda, Uttar Pradesh”** addressed to **“The Deputy Director, National Jute Board, Ministry of Textiles, Government of India. Address: 508-509, Prakash Deep Building, 7-Tolstoy Marg, New Delhi- 110001”**
  7. Opening of Tender: 8<sup>th</sup>December, 2023 at 16.00 Hrs at NJB's Regional Office at **508-509, Prakash Deep Building, 7-Tolstoy Marg, New Delhi- 110001 (Fifth Floor)**.  
  
(Tenderer may remain present at the time of Tender opening and no separate intimation will be given)
  8. The Tender Committee constituted for the purpose would open the Tender, examine and process as per Tender formalities.
  9. Incomplete tender documents as well as partly filled schedule of rates and amount will be summarily rejected as invalid tenders.
  10. 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.
  11. The successful bidder should deposit 20% of the gross value of the Tender as Security Deposit in the form of Bank Guarantee valid for a period of sixty days. Alternatively, such 20% Security Deposit can also be paid to NJB through e-payment/e-transfer/NEFT/RTGS in NJB 's Bank account.
  12. The successful Tenderer will be given 50% advance of the Tender value (including GST) alongwith the Work order. 30% payment will be made on completion of the job work on the commencement of the exhibition. The remaining 20% payment will be made within 1

month of the successful completion of the Exhibition. The 20% Security Deposit money will also be released along with the final instalment of 20% payment.

#### **GENERAL CONDITIONS**

1. Rules and regulations of Fair authority/organizer should be strictly followed at site.
2. If required, all necessary **No Objection Certificates (NOC)** / Permission from the Police Commissioner/Local Police Office, Shimla as well as from Fire Department, Local, 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 by NJB.
3. 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.
4. The allotted area will be available for construction of the stalls 2 days prior to the commencement of the Jute Fair.
5. The tenderer should dispose off, remove and clear from the Fair site/venue all materials/ furniture/ stores used for the event within 12 hrs. after the fair is over.
6. Final bill should be raised upon completion of the Fair and the Bill of Quantities should be certified by the official of NJB/Supervising Agency.
7. All disputes are subject to Delhi jurisdiction only. Dispute, if any, shall be settled mutually or arbitrator to be appointed by the Secretary, NJB, Kolkata, West Bengal.

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

**Tender for** design, decoration and setting up of NJB's stalls in an open area measuring about 4,000 Sq. ft.(± plus-minus 10%) for an exhibition to be held from 13<sup>th</sup> – 17<sup>th</sup> December, 2023 at Grand Mela (State), Village-Simauni, Block-Babero, District Banda (Bundelkhand), Uttar Pradesh.

**Tentative Bill of Quantities (BOQs)-**

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

| SI No | Schedule of Items   | Unit  | Quantity  | Rate (Rs)  | Amount (Rs) |
|-------|---|---|---|--|-------------|
| 1     | <p>Fabrication of around 18-20 stalls with enclosure of more or less 100 Sq.ft each (as per the availability of space) for sales arrangement, one stall with enclosure of more or less 100 sq. ft. for NJB Office - All stalls to be constructed with solid materials like water proof iron/composite asbestos sheets fixed on wooden poles/rods/frames. Stalls' Partition Sheets (iron/composite asbestos sheets) are to be covered with cotton/canvas sheets for aesthetic view.</p> <p>Strong Curtain/Kanath equal to the height and fascia length of each stall to be provide for all the stalls for front coverings of the stalls during night time.</p> <p>Each stall to be provided with one Table, two chairs, 2-3 tube lights/3-4 spotlights (with proper lighting as per sizes of stalls) and one basket for wastes.</p> <p>All stalls are to be provided with wall-to-wall carpets</p> <p>Name Boards/fascia with names of the participants of suitable size (1x4 ft at least) are to be provided (one name per stall) in the Flax base material</p> | <p>Stalls (3x3 mtr)</p> <p>Curtain/ Kanath</p> <p>Tables, Chairs, Tube Lights/S pot lights</p> <p>Carpet</p> <p>Name Fascia</p> | <p>21</p> <p>21</p> <p>21 sets</p> <p>21 stall area</p> <p>21</p> | <p>Rate Per stall</p> <p>Rate per stall</p> <p>Rate per stall</p> <p>Rate per stall</p> <p>Rate per Fascia</p> |             |
| 2     | One sofa set (2+2 or 3+1+1 seaters), one center table and two small side tables for the Office are to be provided.  | Sofa Set  | 1 Set   | Lump Sum   |             |
| 3     | Electricity for all NJB stalls for Fairs days & nights, General Lighting in passages& decoration are to be provided for the Fairground along with Welcome   | As per details  | As per details  | Lump sum   |             |

|   |   |                          |                |                        |  |
|---|---|--------------------------|----------------|------------------------|--|
|   | Banner/Gate (Fascia) of the size 12 x 4 Ft, with NJB Logo, at the 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. In case of power cuts, alternate lightings (generator power) to be provided. |                          |                |                        |  |
| 4 | 20 Flax banners (6 x 4 Ft. each) with eyes on all four corners are to be provided   | Flax Banner              | 20 nos.        | Rate Per banner        |  |
| 5 | 2 Backdrop /Display Board (9x12 Ft. each) in Iron/wooden frame with stands are to be provided -<br><br><i>Matter for Gate Fascia &amp; side panels, participants names' boards/fascia, banners and backdrops etc. will be provided well before the event.</i>             | Backdrops/ Display Board | 2 nos          | Rate Per Display Board |  |
| 6 | <b>Cleaning</b> of NJB Pavilion/Stalls for all days of the event- Proper cleaning of the NJB Pavilion round the clock including arrangement of sanitizing material & Hand sanitizer.  | Cleaning of the stalls   | As per details | Lump sum               |  |
| 7 | <b>Security &amp; Supporting manpower:</b><br>02 guards per day for 05 days during the exhibition period  | Security Guard           | 02             | Rate per guard         |  |
| 8 | <b>Inaugural Arrangement:</b><br>(a) Flower Bouquets (04-05 Nos.)<br>(b) Inauguration lamp with red ribbon /scissor/candle in a tray with flower Petals<br>(c) Photography with Pen Drive and Album (50 photos)<br>(d) Arrangement of 01 visitor book                     | As per details           | As per details | Lump sum               |  |

\*Please read and sign the attached Note also.

Total Rs .....

Add applicable Tax:(.....%).

Total Rs .....

Signature of authorized Representative and  
Stamp with date

**NOTE**

- i) Space Rent, Electricity Consumption Cost will be borne by NJB. The Space will be available two days before the Fair.
- ii) Cost of Publicity Promotion will be borne by NJB – The Agency to coordinate whenever required with the Organiser. All artwork related to publicity to be prepared and approved by NJB.
- iii) All materials will be on hire basis. Prices to be quoted accordingly. Applicable tax should be shown separately and added to the total.
- iv) 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.
- v) 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 at least 1.5 times of the rate of items quoted by the Tenderer against the BOQ.
- vi) 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 remain constant.
- vii) In case postponement of the event due to any directions by the Government or any force majeure, the vendor would be required to fulfil the tender obligations within the same cost for the revised dates, if any.

Total Amount quoted :

(Rupees \_\_\_\_\_ )

Signature of authorized .....  
Representative with  
date and stamp