



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

NIT No.08/10/2023-MP&SI (NJB,RO,Delhi)/IITF Delhi

Dt. 12.10.2023

TENDER NOTICE

Sealed Tenders are invited by the **Deputy Director, National Jute Board (NJB), Government of India, 508-509, Prakash Deep Building, 7-Tolstoy Marg, New Delhi- 110001** from bonafide Fabricators/ Interior Decorators / Industrial Exhibitors of repute with good financial standing for Design/ Decoration and setting up of NJB Pavilion/Office, hiring of Office Furniture, Almirah, Chairs, Tables, Water dispenser, Tea & Coffee machine, Security Guards, Receptionist, Stall Boy, Photographers, Flower,Boquets,, Backdrops & Banners etc.at Pragati Maidan, New Delhi for atIndia International Trade Fair 2023.

Details of venue, date of the Fair :

- (a) **Venue** :Pragati Maidan, New Delhi(Approx built up Space area : 540Sq.ft.)
- (b) **Date** :14-27th November, 2023(14 DAYS)

SCOPE OF WORK:

The tentative details of jobs involved are given at **Annexure I**.

REQUIREMENTS FOR COMPLIANCE :

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 octonorm/syma based design & construction of Stall/Booths/Pavilion for fairs/exhibition for any tow Govt. Deptts./Organisations/ EPCs/Industry Bodies (including NJB) in the past five years for the value of over Rs.5.00 lakhs each;
3. 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, PNB Bank, A/C No “1120002102318155” IFSC – PUNB-0112000.
4. 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 are agreed to abide by all the terms & condition of this tender and items wise / components of BOQ have been quoted.
5. Last Date & Time of submission of Tender :30th October, 2023 at 13.00 hrs
6. Interested agencies are requested to submit tender along with all required documents as mentioned at Sl No 1 &4 in abovean Envelope super subscribing “ **TENDER FOR IITF FAIR 2023- New Delhi ,Pragati Maidan, New Delhi**” 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 :30th October, 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 contract 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.

GENERAL CONDITIONS:

- (1) Rules and regulations of IITF Fair, Hall authority should be strictly followed at site.
- (2) If required, all necessary **No Objection Certificate (NOC)** / Permission from the India International Trade Fair Authority, Pragati Maidan, New Delhi and any other statutory permission as required shall be obtained before execution of the job.
- (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 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.
- (5) 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.
- (6) 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.

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

Tender for Design/ Decoration and setting up of NJB Pavilion/Office, hiring of Office Furniture, Almira, Chairs, Tables, Water dispenser, Tea & Coffee machine, Security Guards, Receptionist, Stall Boy, Photographers, Flower & Buka & Backdrops & Banners etc.at Pragati Maidan, New Delhi for India International Trade Fair 2023 from 14-27th November, 2023

Tentative Bill of Quantities (BOQ)

- IITF Fair-2023 in a built Space area approx 540 Sq.ft. in the Pragati Maidan, New Delhi
- IITF Fair Duration: 14-27th November, 2023 (14 days)
- Requirement and activities/Quantities are tentative and subject to change.

Sl No	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1	<p>Gate Design & construction: 1 No. Gate (Box Gate) to be constructed at the Entrance of the Hall, Gate Facia size 12 x 4 Ft.(Both sides) above the side panels, 2 No. side panel/ pillars of 8 x 1 ½ Ft. size each (all four sides). The Gate Facia and die panels/ pillars to be fully covered (from all sides) with flex or vinyl base material having fine prints of Messages and Jute Products photos (messages and Jute products photos will be given by NJB, Art work to be approved by NJB). The gate and side panels/ pillars can be constructed in Octonorm/Syma panel OR Wooden frame/panels OR Iron frames/panels. Proper lighting to be done on the Gate Facia including the side panels of the Gate</p>	Lump sum			
2	<p>NJB Camp Office setting up: 3x3 mtr. 1 stall/office area</p> <p>(a) Front Fascia: With National Jute Board Name & Logo (b) 3-seater Sofa- 1No. OR 2- Seater Sofa- 2 No. (c) 1 seater Sofa- 2 No. (d) Center Table with Glass Top- 1 No. (e) Waste paper Basket- 1 No. (f) Medium size Steel Almira (g) Promotion Jute Slogan/ messages & Jute Products' photos to be printed on Self-adhesive Flex/Vinyl sheets/material (size 3 x 6 ft. each) and pasted inside each wall of the NJB Office- all 9 Nos. Panels (out of these Self-adhesive Flex/Vinyl sheets some/ all can also be pasted at any other prominent walls/panels within the Fair area as per the requirements decided by NJB Official on the spot)</p>	Lump sum			

3	Lighting: a) 5 LED/Spot Lights or 3 Tube Lights b) Plug Point: 2 nos. c) Pedestal Fan: 3 no.		05/03 02 03		
4	Digital Prints for decoration/promotion: (a) Arrangement/supply of 05 standees (3x5 ft.) with Flex/Vinyl sheet (Art work to be approved by NJB) (b) 10 Nos. Flex banners (4x6 ft. each) (Art work to be approved by NJB) (c) 05 Nos. Flax base Sign/display Boards (6x9 Ft. each) fixed in Iron/wood Frame (Art work to be approved by NJB) (d) 9 X 12 Inch. 60 Logos self-adhesive Digital prints in vinyl 20 each of Ministry of Textiles Logo, Swachh Bharat Logo, Jute Mark India Logo (e) Placement and fixing of the above Publicity Materials to be made as per the direction of the NJB Official on the spot.		05 10 05 60		
5	Cleaning of NJB Pavilion/Stalls for all day of the event- Proper cleaning of the NJB Pavilion round the clock including arrangement of sanitizing material & Hand sanitizer.	Lump sum			
6	Security & Supporting manpower: 04 guards per day for 14 days during the exhibition period (2 during Day & 2 at Night) Day & Night	Unit	04		
7	Inaugural Arrangement: (a) Flower Bouquets (04-05 Nos.). (b) Inauguration lamp with red ribbon /scissor/candle in a tray with flower Petals (c) Photography with Pen Drive and Album (50 photos) (d) Arrangement of 01 visitor book (e) Arrangement of 01 ushers/stall boys on inauguration day.	Lump sum			
8	Receptionist & Stall Boy: (a) 02 Nos.- Hiring of Receptionist for 14 days (b) 01 No. -Stall Boy/Service Boy for 14 days		02 01		

- Please read and sign the attached Note also.

Total Rs

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

Total Rs_____

Signature Signature of authorized Representative
Withdate and stamp

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 be higher than the rate of items given in 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