



## NATIONAL JUTE BOARD

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

NIT No NJB/ ET 01/Intl. Kolkata Book Fair/ Tender/2019-20

Dt. 20.01.2020

### TENDER NOTICE

E. Tenders are invited by the **Secretary, National Jute Board (NJB), 3A& 3B, Park Plaza, 71, Park Street, Kolkata-700 016** from Fabricator/ Interior Decorators / Industrial Exhibitors of repute with good financial standing for Design, Fabrication, Decoration and setting up of NJB Kiosks & stalls in Intl Kolkata Book Fair during **29<sup>th</sup> January to 9<sup>th</sup> February, 2020** at Central Park, Salt Lake City . **The details of the tender documents are uploaded in the following website** (i) [www.jute.com](http://www.jute.com) (ii) [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC) may be seen and the interested parties are requested to submit the tender documents only through [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC) online.

### SCOPE OF WORK:

1	Job	Fabricating 3 No of separate stalls(approx.) in the size of 10'x10' and 10 nos kiosk of 2mx 2m each
2.	Scope of Work for 1 stall	Contractor shall be responsible for each stall:- (i) Construction, Erection and Decoration of the stall including tarpaulin super structure, wooden platform with carpet, wooden framed wall as per attached design. The structure of the pavilion shall be of plywood cover with design flex. (ii) Production and placement of Exhibition Material. These include:- (a) Panels : at least 3 nos. of panels in each stall in size 6' x 2.75' in front lit vinyl print pasted on sun board. (b) Backlit name and logo on facia (d) Proper illumination/ lighting arrangement includes sufficient metal lights, spot light etc and interior decoration (iii) 1 brochure stand, Visitor's Book, Card Drop Box etc. (iv) 1 dust bin, 2 plug points, power connection (v) 1 -2 reception table with 4 chair
3	Scope of the work At separate places	Size: 2 mx 2 m, Qnty: 10 (1) Self standed, iron framed (Materials: Front lit flex) (2) Proper lighting arrangement includes metal lights, spot light etc
4.	Scope of work for Branding zone	12 nos. of Branding Zone of Size (12'x6') each in flex with framing and Fitting to promote various usage of Jute.
5.	The exhibits shall become the property of NJB after the exhibition is over.	
6.	Provide fire extinguisher – minimum 2 pcs in each stall and as per statutory requirements.	
7.	Cleaning of the stall during the entire period of the event.	

**OTHER DETAILS:-**

1. Tenderers should deposit Earnest Money deposit of **Rs 5,000** ( Rupees Five Thousand only) through E-payment facility/NEFT / RTGS in favour of National Jute Board ,  
The tenderer who opt for NEFT/RTGS should download challan from  
[www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC)

2. Last Date & Time of submission of E.Tender on line : **Up to 13.00 Hrs of  
27<sup>th</sup> January,2020**

Opening of Bid : **27<sup>th</sup> January,2020 (Monday) at 14.00 Hrs**

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 for)

3.. The successful bidder should deposit **20% of the contract value of the Tender as  
Security Deposit in the form of Bank Guarantee/ Demand Draft valid for a period of  
sixty days.**

Any Corrigendum/Addendum/Notification w.r.t this tender will be published at website :

(i) [www.jute.com](http://www.jute.com) (ii) [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC). All the bidder/tenderer are informed to follow the said website regularly for for any such updation of the bidder /tenderer.

Interested parties are requested to submit/forward their online submission of E.TENDER FOR INTL.KOLKATA BOOK FAIR 2020 only through [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC) online.

For any assistance related to online submission, please feel free to contact Help Desk No. 033-46046611/9073677150/51/52 & Shri Siddhartha Sunder Mondal M: 9674758723

NIT No NJB/ ET 01/Intl. Kolkata Book Fair/ Tender/2019-20 for setting up of NJB Kiosks & stalls in Intl Kolkata Book Fair 2020 at Central Park, Salt Lake City

**TENDER TIME SCHEDULE NJB STALLS & KIOSKS CONSTRUCTION**  
**AT INTL. KOLKATA BOOK FAIR 2020 AT CENTRAL PARK ,SALT**  
**LAKE CITY**

A Name of work:	Intl. Kolkata Book Fair ,2020 29 <sup>th</sup> January to 9 <sup>th</sup> February, 2020 at Central Park, Salt Lake City
B E. Tender Stages :	<b>Two Stage Open Tender – Technical &amp; Financial Bid</b>
C. Estimated Reserve Price :	Rs 4,00,000.00 ( inclusive of GST)
D Earnest money:	Rs. 5,000.00
E E Tendering Processing Fee :	As applicable online shall be paid to M/s ITI LTD through their e-gateway by credit/debit card , Internet banking facility through website <a href="http://www.tenderwizard.com/TWEPROC">www.tenderwizard.com/TWEPROC</a>
F Last date & time for issue of tender documents:	<b>27<sup>th</sup> January,2020 at 13.00 Hrs</b>
G Opening of E.Tender ( Technical Bid)	<b>27<sup>th</sup> January,2020 at 14.00 Hrs</b>
H. Opening of E. Tender ( Financial Bid)	<b>27<sup>th</sup> January ,2020 at 14.30Hrs.</b> .But to those Agencies only who have been considered and recommended by the Evaluation Committee for opening of the Financial Bid .
I. Place for submission of E. Tender	Online only <a href="http://www.tenderwizard.com/TWEPROC">www.tenderwizard.com/TWEPROC</a>
J Place for Online Opening of E. Tender:	National Jute Board, 3A& 3B, Park Plaza, 71, Park Street, Kolkata 700 016.

**Note: Tenderers or their representatives should be present during opening of tenders at the scheduled date and time.**

**GENERAL CONDITIONS**

1. Rules and regulations of Publishers & Book Sellers Guild should be strictly followed at site.
2. All necessary permission (for fire safety, security system, electricity, and any other) as required shall be obtained before execution of the job and norms shall be strictly adhered to and any incidental expenses incurred in the process shall be paid by the contractor.
3. The tender addressed to the Secretary, National Jute Board, 3A& 3B, Park Plaza, 71, Park Street, Kolkata-700016 should be submitted Interested parties are requested to **submit/forward** their online submission of **E.TENDER FOR INTL. KOLKATA BOOK FAIR 2020 AT CENTRAL PARK ,SALT LAKE**, through [www.tenderwizard.com/TWEPROC](http://www.tenderwizard.com/TWEPROC)
4. The tenderer or his authorised representative may choose to attend during the opening of tenders.
5. Tenderer shall submit the following **DOCUMENTS ONLINE for the Technical Bid Evaluation:-**
  - Profile of the Bidder –Copies of the Documents duly signed/stamped by the agency should be submitted.
  - Previous Experience of Handling similar nature of job. The Company must have 3 years work experience in execution of similar job – Copies of the work order and proof of execution and /or receipt of payment for execution of said job duly signed /stamped by the Agency should be submitted.
  - A certificate from CA verifying turnover of the applicant bidder for last 3 financial years should be submitted.
  - GST Registration Certificate should be submitted along with copy of PAN, Latest Income Tax Return and valid Trade Licence – Copies duly signed /stamped by the Agency .
  - Declaration of the Bidder that the Agency has not been blacklisted by any Govt. organisation during last 3 years . In case of furnishing any fake information or suppression of facts , The Tender application shall be liable for rejection.
  - Tenderers will have to submit document/copies related to Earnest Money deposit of Rs 5,000 ( Rupees Five Thousand only) through E-payment facility/NEFT / RTGS in favour of National Jute Board .
  - Tenderer will have to submit the design of Indicative Plan model of the proposed NJB Stalls along with design of the Kiosk and hoarding.
  - The Tenderer should submit a letter conforming that it has understood all the terms and conditions of the assignment, and undertakes to abide by all the terms and conditions detailed in the Tender document.
  - Tenders not supported by the above information and documents sought, will be treated as invalid tenders. The Board reserves the right to cancel any or all the tenders without assigning any reason/s whatsoever.
  - The evaluation of the Technical Bid will be based profile of the Bidder, experience, track record and background of the Agency. The Agencies those who are considered and recommended by the Committee, the financial Bid of those Agencies shall be taken into consideration. The decision of the Committee is final and no further communication will be entertained.
6. The **Financial Bid Evaluation of the Agencies** will be considered for L1, L2,L3, and so on. In case L1 is more than one, the selection criteria [viz. past experience, performance, turnover etc.] would be at the discretion of NJB. The decision of NJB in this regard and for selection of successful bidder in such situation, will be final in all respect and will be binding on all the Tenderers.
7. NJB reserves the right to verify and information furnished by the tenderer and/or to cause any inspection, if deemed necessary. In **Financial Bid Evaluation of the Agencies**, NJB does not bind itself to accept the lowest tender being the L1 . Weightage and preference will also be given to other factors[viz. past experience, number of client, performance ,quality of service, Annual turnover etc.] and reserves itself the right to reject any or all the tenders received without assigning any reason/s whatsoever.
8. The rates should be item-wise. **All rates should be inclusive of GST , insurance charges etc and all other relevant charges.** No alternative rates, terms and conditions should be mentioned in the tender. The tenderer will have to provide the analysis of the rate, which they will quote in the laid down items, as and when required.

- 9 Contractor should take prior approval of all materials as mentioned and their quantities from NJB/Supervising Agency before executing the said job.
10. If at the time of execution of work at site the Board thinks it necessary to incorporate any changes or add any extra item/s of work, the same shall have to be incorporated by the contractor only after obtaining written permission from NJB/Supervising Agency.
- 11.. Additional charges for extra items shall have to be submitted along with analysis of rates for the same before executing the job.
12. All the items of work as laid down should be completed and the Pavilion be handed over to NJB designated officials /Supervising Agency stationed at Intl. Kolkata Book Fair before the starting of the mela i.e., on 28<sup>th</sup> January, 2020 at 6 P.M.
13. Fabrication of stalls/kiosks should be done at site after getting clearance from NJB /Supervising Agency.
- 14.. The tenderer should dispose of, remove, and clear from site all materials/ furniture/ stores used for the show within 24 hrs. after the fair is over.
15. All items of work to be executed on hire charge basis or net on salvage value basis, as applicable.
16. The successful tenderer will be asked to submit **20% of the contract amount as Security Deposit in the form of Bank Guarantee/Demand Draft** prior to commencement of work. This amount will be released by the Board within sixty days after smooth completion of the fair.
- 17.. Final bill should be raised just after handing over the Stalls/ Kiosks and the total quantity of the various items used should be certified by the official of NJB/Supervising Agency.
18. Contractor will be provided with Board's terms and conditions set for the participants, their names and also the names of the Board's officers and Supervising Agency designated for the purpose.
19. Bill should have to be raised at every stage of payment.
- 20.. All items of work included in the tender should be carried out in consultation with the Board/Supervising Agency. For each item of work executed without the consent of the Board/Supervising Agency, penalty will be charged, amounting to two times the quoted amount of the said item/s.
21. The tenderer must sign all the pages of the tender paper before submission of the tender to convey their acceptance to all terms and conditions.
- 22 Arrangement of working light at the site will have to be done by the selected contractor of the tender at their own cost.

**Terms of payment will be as follows:**

- (i) 25% along with the work order. Before the issuance of payment, The successful tenderer must submit the PFMS data to the Accounts Department of NJB for transfer of the payment through DBT .
- (ii) 55% immediately after completion of fabrication of the work at site, but before starting of the fair & the job being duly certified by the authorised Supervising Agency/designated official of the Board.
- (iii) Balance amount will be paid within 30 days of final bill submission dismantling of the pavilion and removing of all the materials from site on completion of the event, after the same is duly certified by the designated official of the Board..

**Secretary,  
National Jute Board**

ANNEXURE –III

**FORMAT FOR SUBMISSION OF FINANCIAL BID  
( TO BE SUBMITTED ON AGENCY’S LETTER HEAD)  
Tentative Bill of Quantity (BOQ)  
For NJB Stalls/Kiosks at Intl. Kolkata Book Fair 2020  
to be held at Central Park, Salt Lake  
during 29<sup>th</sup> January -9<sup>th</sup> February’2020**

SI No.	Description	Rate per Unit	No.	Amount Rs.
A	Costing for erection, fabrication, decoration, lighting, furniture and racks as per scope of work.	Per stall:	3	
B	Costing for fabrication, display kiosk including branding & lighting	Per kiosk:	10	
C	Branding (12’x6’)flex printing including framing and fitting in 12 Nos. of exclusive branding zones	Per branding	12	
	<b>Total Amount without Tax</b>			
	<b>CGST</b>			
	<b>SGST</b>			
	<b>GrandTotal Amount</b>			

**Signature of Bidder  
with Seal**



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**Lightweight**

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**Jute lifestyle products**

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