



राष्ट्रीय पटसन बोर्ड/NATIONAL JUTE BOARD

वस्त्र मंत्रालय /MINISTRY OF TEXTILES, भारत सरकार /GOVT. OF INDIA,

3एएवं 3बी, पार्क प्लाजा/3A & 3B PARK PLAZA,

71, पार्क स्ट्रीट/71, PARK STREET, कोलकाता/KOLKATA-700 016

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Tender for

EVENT & FASHION SHOW MANAGEMENT SERVICE

TenderNo.9/NJB/2018-19

OPENING DATE FOR SUBMISSION OF TENDER	14/12/2018 (Friday)
CLOSING DATE FOR SUBMISSION OF TENDER	20/12/2018 (Friday) up to 1.00 pm.
Date and time of opening of tenders (Technical Bid followed by Financial Bid)	20/12/2018 (Friday)at 2.00 pm.

PREAMBLE / INTRODUCTION

National Jute Board (NJB), set up under National Jute Board Act, 2008 [No. 12 of 2009] is statutorily mandated for development of the cultivation, manufacture and marketing of jute & jute products and for matters connected therewith and incidental thereto.

(A) TENDER NOTICE:

1. As part of promotional initiative, National Jute Board (NJB) has planned to organize an Outreach Programme covering comprehensive textile event of Jute, Silk, Handloom and Handicraft. The comprehensive event would comprise: Exhibition, Fashion Show, Seminar/Panel discussion, Workshop and Fashion Show during January 7-9, 2019 at a heritage Old Currency Building, 11B, Dalhousie, LalDighi, BBD Bagh, Kolkata -700001.

Note: the above schedule/venue is subject to change

2. National Jute Board, Kolkata invites Tender (for two bid system) for Event & Fashion Show Management service from the eligible reputed Firms/Agencies having relevant experience in executing similar kind of services/jobs in Central /State Govt. Department/PSUs/MNCs/ Reputed Academic Institute/Organisations.

Submission OF BID:

- i) The two bid system Tender application will consist of

A)Technical Bid & Earnest Money Deposit [EMD] of Rs.25,000/- (Rupees Twenty Five Thousand only) and necessary/relevant documents duly signed in each page with page number in support of their Technical Bid and

B)Financial Bid with filled BOQ

The two bids shall be placed in a sealed envelope superscribed with "**Tender for Event & Fashion Show Management Service (NIT no. 9/NJB/2018-19)**" and shall be addressed and sent to the Secretary, National Jute Board, 3A & 3B Park Plaza,71 Park Street, Kolkata-700016 or dropped in the Tender Box kept at the NJB Office on or before 20/12/2018 up to 1.00 p.m.

- ii) The prospective bidders/firms may visit NJB website: at www.jute.com by clicking Tender Notice for details.
- iii) The interested firms are advised to read carefully the entire tender document before submitting their tender. The tender documents not received in prescribed format and/or found incomplete, in any respect shall be summarily rejected.

TERMS AND CONDITIONS

1. Tenders in sealed envelope and addressed to Secretary, National Jute Board and dropped in the Tender Box placed in the NJB Office at Kolkata will be considered. Outstation bidders may send the tender application through Courier/Post addressed to Secretary, National Jute Board before the stipulated date.
2. The Technical Bid along with Annexure-A, B, C & D duly signed with page numbers and Earnest Money Deposit of Rs.25000/- (Rupees Twenty Five Thousand only)(refundable) in the form of Pay Order / Demand Draft drawn in favour of "National Jute Board" payable at Kolkata are to be kept inside the Technical Bid Envelope. Financial Bid including BOQ and quotation are to be kept in a separate envelope. No interest shall be paid on the said deposit and will be returned after finalization of the tender; however, the EMD of the successful bidder will remain with NJB and will be forfeited in case the selected/ successful bidder does not accept the work order or unable to provide the service or information declared/ documents submitted found false/fake/ forged; otherwise, the EMD will be returned.
3. Please read the terms & conditions carefully before submission/ filling up the Tender document. Incomplete tender documents or partly filled BOQ rates & amount or if the particulars & data (if any) asked for in the Schedule to the tender are not filled in, will be summarily rejected.
4. NJB shall in no way be responsible for any default with regard to any statutory obligation and the Agency/Tenderer will indemnify NJB in case of any damage or liability, which may arise on account of action of any reason.
5. The Tenderer must have experience in working at a heritage building on earlier occasions.
6. NJB shall in no way be responsible for any damage caused in the heritage building during carrying out Tender jobs. Any charges levied to NJB by ASI or building maintenance office will be deducted from the payment to be made to the tenderer. Refer Appendix- G.
7. Dispute, if any, arising out of providing the said service shall be settled mutually or arbitration by sole Arbitrator to be appointed by the Director, NJB at Kolkata as per the provisions of the Indian arbitration and Conciliation Act, 1996 and the Rules framed there under. Any Arbitrator appointed shall not have the jurisdiction to pass any interim awards, or to grant interest higher than 8% charged simply on the award amounts, or amounts payable to either party.
8. The bidder should have experience of executing at least 05 nos. Fashion Shows/Fashion Weeks in the leading/ premier Fashion Institutes (viz. NIFT, NID, etc.) and/ or eminent Fashion Shows/ Fashion Weeks of renowned Organisations. Additional weightage may be given to such event managers (bidders) in selection to award this contract.
9. Tender shall be accompanied by documents highlighting list of organizations where the agency has rendered similar services. The completion certificate from the aforementioned organization is to be enclosed along with the Work Order.
10. In case of L-1 is more than one, the selection criteria [viz. the past performance, experience, 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.
11. Lowest bid may not be the only criteria for selection and NJB is not bound to issue work order to the agency being the 'L-1' bidder; weightage/ preference will also be given to the other factors, viz. previous experience, quality of service, number of

client, yearly turnover, etc. to select the agency to award the work and 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.

12. The schedule of items/services required are given in BOQ & Annexures and the evaluation of bid will be on the basis of total bid value. However, ***NJB is not bound to accept the lowest bid, since due weightage shall be given to several factors, as stated above, beside the Financial Bid. Tenderer must quote for all the items mentioned in the BOQ.***
13. The Refreshment, Transportation, etc. for the manpower deputed by the event manager like crew members, models, choreographer, DJ, etc. will be the sole responsibility of the Event Manager. Bidders should quote accordingly.
14. Payment shall be made after successfully completion of the job on the basis of certification by the concerned departments/ Officials of NJB, Kolkata and on submission of Bill. No payment will be made in advance. Deduction (TDS, etc.), if any and as applicable, will be made during payment.
15. The service provider shall ensure that he / she himself / herself or his / her authorized representative is available for any negotiation or discussion at the venue to conduct the events successfully.
16. NJB reserves the right to add/ alter/ remove any item/events from the list [Ref. Annexure- E], based on the actual requirement and need basis. If needed so, based on the situation & requirement, the payment will be made accordingly on pro-rata basis, on actual. The quantity of items (Gift, Food, etc.) may vary and payment will be made on actual.
17. Firms must clearly indicate in their offers the different taxes and duties which they propose to charge mentioning clearly the present rate(s) thereof. Vague offer like 'duties as applicable', 'all inclusive', etc. shall not be considered. Such things, if not clearly mentioned, will be treated as all inclusive. No delivery/transportation cost will be paid. However, GST should be quoted specifically.
18. Financial Bid to be quoted as per Annexure F' only for the services as mentioned at Annexure- E'. If the Financial Bid is found not in order or not according to the prescribed format the same may be liable to be cancelled even if the agency is qualified in the Technical Bid i.e. merely qualifying in the Technical Bid does not ensure acceptance/ qualifying for opening of Financial Bid and decision of NJB to this effect shall be final and binding.
19. The successful bidder shall not engage any sub-contractor, sub-agent to organize the events.
20. The agency should be registered with GST and should enclose copies of the relevant certificate along with Technical Bids. The agency should also possess Trade Licence & PAN Card.
21. The venue complete in all respect (carpeting, chairs, speakers, podium with mic, lightings, back drop, side wings, etc.) should be ready before the programme scheduled on all the days failing which penalty @ 10% of work order value will be imposed on the bill amount as will be decided by NJB Authority and decision of NJB in this regard shall be final & binding.
22. Tender without EMD or EMD with lesser amount than the amount specified will be rejected.
23. NJB reserves the right to relax any condition if so needed and decision of NJB to this effect shall be final & binding.
24. While accepting the Work Order, the successful bidder needs to deposit **10% of the Work Order value as Security Deposit** through Demand Draft favouring NJB, Kolkata which will be refunded/ returned, without any interest, after completion of the events with deduction/recovery, if any and as applicable.
25. The successful bidder, awarded with the work, shall execute the whole work in close co-ordination and with detail discussion with the concerned NJB Official(s) and all concerned for smooth conducting of the event safe guarding NJB's

dignity. Time schedule, venue, etc. are subject to change and shall be informed accordingly and the successfully bidder should execute the work accordingly.

26. **Any Corrigendum/ Addendum/ Notification w.r.t. this tender will be published at our website: www.jute.com only. All the bidders/ tenderers are informed to follow our said website regularly for any such updation. NJB will not be responsible for ignorance of such updation of the bidders/ tenderers.**
27. All disputes are subject to Kolkata Jurisdiction only.
28. ***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.***

-s/d-
Secretary
NJB, Kolkata

Annexure-'A'
TECHNICAL BID

(FOR EVENT / FASHION SHOW MANAGEMENT SERVICE)

Sl. No.	Particulars	Mention 'Yes' or 'No'
01	Whether Pay / Order Demand Draft of 25,000/- (Rupees Twenty Five Thousand only) in favour of 'NATIONAL JUTE BOARD' payable at KOLKATA is enclosed as EMD with the Technical Bid.	
02	Whether copy of TRADE Licence enclosed	
03	Whether copy of PAN enclosed	
04	Whether copy of GST enclosed	
05	Whether having at least Five (05) years relevant work experience in managing and organizing similar kind of jobs in the leading/ premier & renowned organization / Educational Institute/ [proof to be enclosed]	
06	Whether has prior experience working in Heritage Building.	
07	Whether organized at least 5 nos. Fashion Shows/ Weeks in the leading/ premier & renowned Govt. Fashion Institutes like NIFT & NID.	
08	Whether all completion certificate of aforementioned events are enclosed alongwith Work Order	
09	Whether capable of and agreed to provide 10% of W.O. value as Security Deposit if work order is awarded	
10	Whether agreed to abide by all the terms & conditions of this tender	
11	Whether Annexure-A, B, C and D, duly filledwith Technical Bid and Annexure-E, F duly filled with the Financial Bid	
12	Whether each items/ components of Annexure-Eof Financial Bid have been quoted	

All above enclosures must be valid (wherever applicable)

(Name & Signature of the tenderer with date & seal)

Date:

Place:

(TENDERER TO FILL UP THIS PAGE)

1. a. Name of the tenderer / organization
- b. Name of the proprietor/partner(s).....
- c. Date/ Year of Establishment:
2. a. Address (Office):
- b. Telephone No.:
- c. Mobile No.:
- d. Email Id.:
3. Details of relevant work experience:

Sl.	Name of Institute	Particulars of Event, Venue, When Held, etc.	Contract Value	Remarks, if any

4. Furnish copies of the following documents:

- (i) Trade Licence
- (ii) GST
- (iii) PAN
- (iv) Proof of working in Heritage Building

5. Pay Order / DD [enclosed] details:

1. Pay Order / DD no. _____, dtd. _____, amt. _____, bank _____
2. Pay Order /DD no. _____, dtd. _____, amt. _____, bank _____

- NB: 1. Tenderer has to submit the entire set of tender papers duly signed while dropping the tender
2. Additional paper may be used to furnish the above information*

UNDERTAKING BY THE TENDERER

I have carefully gone through the various terms and conditions mentioned in the tender document of Event / Fashion Show Management Service for Fashion show 2018 of NJB, Kolkata. I agree to all the conditions and offer to organize the events at the scheduled venue as per the scheduled date & time [if changed, the same will be organized in the substitute venue and/or as per the revised timings in Kolkata as will be informed by NJB]. I am making this offer after carefully reading the conditions and understanding the same. I have acquainted with all the tasks required to be carried out, before making this offer. I hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender document.

Place : _____

Dated : _____

(Name & Signature of the Bidder with office seal)

Annexure-'D'

[To be submitted by the tenderer preferably on their letter head along with the Technical Bid]

To
The Secretary,
National Jute Board,
3A & 3B Park Plaza,
71 Park Street,
Kolkata-700016.

Sub: Technical bid relating to NJBFashionShow-2018.

Ref.: Your Notice Inviting Tender No..... dated

Sir/ Madam,

1. I have gone through all the Terms and conditions and also the schedule of items as enlisted by you in your Notice Inviting Tender No. 9/NJB/2018-19 for the subject under reference.
2. I/We, hereby confirm that we have understood all the Terms and conditions and confirm my/our commitment to abide by them.
3. I/We also confirm my/our commitment to provide the services as enlisted in schedule of item with your Notice Inviting Tender under reference.
4. I have filled all rates and amount in the BOQ of the Tender document.

(Signature with office seal)

Date:

Place:

FINANCIAL BID
[EVENT & FASHION SHOW MANAGEMENT SERVICE]

Sl. No.	Main Components of Work	Details Required	Rate (In Rs.)	GST (In Rs.)	Amount (In Rs.)
(A)	(B)		(C)	(D)	(E = C+D)
1	<p>a) RAMP CONSTRUCTION - As per annexure G (Please note drawing included with BOQ)</p> <p>b) Arrangement for Inauguration with Brass Lamp, candle and oil; Presentation of Bengali traditional Uttariya along with bouquet for 10 VIPs on the dais.</p> <p>c) Arrangement of PA system with Cordless mikes (4 nos.), Goose Mikes (2 nos.).</p> <p>d) Sitting arrangement for the audience of 200 to 250 invitees</p> <p>e) Still photography & Video facility & recording during inauguration</p> <p>f) Registration Counters (3 nos.), with 3 Receptionist for the Inauguration</p>	<p>1 job</p> <p>1 job</p> <p>1 job</p> <p>1 job</p> <p>1 job</p> <p>1 job</p>			
2	<p><u>Theme Pavilions – 3 Nos. (25 ft. x 8 ft. each) Jute, Silk, Handloom and Handicrafts (Design plan enclosed)</u></p> <p>Bill of Quantities (Each Theme Pavilion):</p> <p>a) Platform with grey carpet as per design (25ft x 6.5ft x 6 inch)</p> <p>b) Wooden back wall with flex (25ft x 8ft height)</p> <p>c) Wooden side wall with flex (6.5ft x 8ft height)</p> <p>d) All wooden structure with fascia (As Per Design)</p> <p>e) Reception Table – 1 No.</p> <p>f) LED TV (32"/40")</p> <p>g) Printing Works</p> <p>h) Painting Works</p> <p>i) Lighting Arrangement (spot light / focus 15 Nos.)</p> <p>j) Plantation / Floral decoration</p> <p>k) Furniture (6 Cushioned Chair, 2 Glass round table)</p> <p>l) 4 Nos. Power Points.</p> <p>m) Flower vase</p> <p>n) Plant tubs</p> <p>o) Brochure Stand</p> <p>p) Mannequins – 17 Nos. (13 Female, 4 Male)</p> <p>q) Flex and Standees – 14 Nos. (7 Nos. 5'x3' Flex and 7 Nos. 5'x2' Standees)</p>	3 Nos.			

3.	Arrangement of Facilities				
	(i) Supplying and placing dry powder (CO2) Fire Extinguisher / Fire safety measures	30 Nos.			
	(ii) Round the clock cleaning, maintenance, upkeeping and supervision throughout the Exhibition period.	1 Person			
	(iii) Supplying and maintaining fresh and good flowers in good quality flower vases in 3 theme pavilions, including changing flowers every day.	30 Nos.			
	(iv) General passage lighting LED halogen / metal 300 w	20 Nos.			
	(v) Arrangement for Playing Light Music with Public Addressing systems covering entire Exhibition period	1 Job.			
	(vi) CCTV system arrangement throughout the pavilion during the event period	20 Nos. Camera			
	(vii) 128 KVA Silent DG Set (For power supply) for 8 hours per day throughout the exhibition period	1 Set			
	(viii) Good quality shade-loving medium height plants / shrubs and flower tubs	80 Nos.			
	(ix) Arrangement of MC (1 No.) / Hostess (10 Nos.), Security Guard (10 nos.), Female Guard (5 nos.), Road marshals (1 no.), metal detectors with instrument (1 no.)				
	(x) Control Room at Old Currency Building with Accessories (Desktop computer with Printer, fax, internet connection) with operator				
	(xi) Misc. activities including arrangement for First Aid & Doctor				
4.	RECEPTION Area 40ft x 20ft				
	Theme based interiors with wooden decorative gate structure at the main entrance including fixing of lights, all display materials like logo, text / slogans etc., as per instruction. Also display decoration throughout common passage areas including stair case & corridor, preferably with Jute fabrics.	1 Job			
5.	Publicity & Media campaign including Press Handling. Complete Arrangement of a Separate Press Meet with Head table / Chairs for 10 VIPs, Backdrop, Chair with cover for media, sound and light arrangement with Cordless mikes (2 nos.), Video and Recording facilities, incl. Press Kit	1 Job			
6.	Area lighting for the entire ground				
7.	Catering for artisans – Veg packed meals.	660 packs @ 220/day			
8.	Bio Toilets with wash basin along with maintenance	10 Nos.			
9.	Provisions for mineral water with portable dispenser facility	15 Points			
10.	For setting make- up Room of 5 units	4'x2' mirror : 5 nos, Table:			

		10 nos., Chairs: 10 nos.			
11.	Make up Lights of 10 units	GE reveal Lamp / any Cross Neutral white LED light set. Sharphy, Follow spot, smoke, Strove			
12.	Standing AC	4 nos.			
13.	Changing room	Considered Qty.-10 nos.			
14.	Cloth racks with Hangers 15 sets	Racks 15, containing 15 hangers in each Stand.			
15.	Refreshment for the crew/volunteers/models	100*50*3 Days			
16.	Back stage	8' area. 15 chairs			
17.	Stage/ Podium wings	Size 12' X 20', 4 wings 8'x1.5', two steps up 1' and gradual ramp towards the front, with grip /textures surface			
18.	AC wire masking	Wooden frame masking for lighting			
19.	Choreographer	Should have National Repute, and working experience in India Fashion weeks and NIFT Shows.			
20.	Show Sound	VRX surround sound			
21.	Show Lighting	Par 64 - 32nos			
		LED Parcans - 60nos			
		Profile - 10nos			
		Sharphy- 16nos			
		Hegh - 6nos			
		R GB Spot light - 32nos			
		Follow spot-4nos			
22.	Trussing for light	Truss needs to be coverd up with black masking			
23.	Trussing for LED Wall				
24.	AV equipments	4 sets			
25.	Comparer	Celebrity comparer who is Capable of handling formal institutional/ corporate to be selected by the officials.			
26.	Back drop, Standee, Banners	Back drop, Standee Banners 3, 10 Standee, Hanging Flexes as required			
27.	DJ	Working experience with Five star Disco or National level Fashion show.			
28.	Console	Console with black masking and raised platform			
29.	AV Reel/Show Reel	The Show reel must include footage given as Script Guideline By NIFT Official, including important Interviews and Faces of the stars of the events, Product Shoot, Venue Shoot. Interview of high officials etc.			

		Videographer must have Portfolio of Advertising of National repute. Selection of the Photographer should be done by NIFT Officials based on portfolio and experience.			
30.	Models	Male 5 nos., Female 20 nos., Kid 5 nos. and Best Industry Models to be selected by NIFT Officials. (8*5)+(3*10)+(2*15)			
		Best Industry Models to be selected by NIFT Officials, supplied by the vendor.			
31.	Make up & Hair stylist	2 Make-up and 2 Hair artist and 5 assistants			
32.	Flower	50 Rose sticks, Bouquet @ 250 X 10. @ 500X4.			
34.	Photography Still and Videography live display	Live telecast of the show should be done in the AV screens in the building.			
		A group of Five Full frame Digital camera should be used for the recording and Telecast.			
		The entire event to be covered [audio-video] for			
		Fashion show / display and both raw & edited footage			
		To be submitted in Pen Drives and CD in Three copies.			
		Print out in Matte Paper total 150 (two sets) selected images in 4X6" size of all 8 days events as per the NJB Officials direction should cover all events and important guests.			
		A team of Five Photographer must cover the event for Video and Still, ensuring cover from all the aspects and view of the show.			
35.	Media Desk and Collaboration	Two Volunteers and Desk with four Chairs.			
		Media kit 60 No @Rs.500 each (including selected stationeries and literature in printed format provided by the officials.)			
36.	High Tea	Fine Tea, Milk tea+ Coffee+3 varieties of Cookies + assorted nuts+ Cupcake +			

		Patties+ Paneer Cutlet @120*150 guests * 2 days Supplied by reputed caterers			
37.	Quemanager	Quemanager for Media barricading			
38.	Social Media Marketing	Social Media Campaign and Event Promotion experts should be engaged of National Repute with More than Five years' experience and Experience of Design and Fashion Showsto be approved by the officials.			
39.	Invitation Card Print and Documentation Print out	500 Qty, 4"X7" double fold. Textured Cartridge 220 Gsm, Jute patch to be incorporated., Both SideDigital Print with Spot Lamination @ Rs.40 x 500=20000			
		Matching envelop Screen Printed Tri Color			
40.	Backstage helper and Volunteer charges NIFT Students Stipend	25 Back Stage helpers and 10 Ushers to be paid @1000 /day			
41.	Banquet Chairs with Upholstery and Bow in the back	350 Chairs for Second Floor Fashion show and Seminar Room @ Rs.80/day x 3 days			
42.	Phonography Permission	NOC/ Logistical permission for conducting the show To perform all copyrighted music controlled by the Phonographic Performance LTD., (PPL) for the ground event. In addition to PPL, Logistical permission for IPRS& NOVEX may be required and Amusement Tax as applicable @75,000/ day Rs.1,50,000/-			
		Grand Total			

Important: The tenderer to quote for all the items mentioned above.

Note:

1. The venue should be ready by 22:00 hrs on 06.01.2019.
2. The quantity/ scope of work/ venue is subject to change and payment will be made on actual
3. The number of items/gifts//photographs, etc. may vary and will be paid on actual
4. All the above arrangements are to be made with prior consultation with Concerned NJB Officials/Committees.
5. Arrangements for lunch / refreshments and transportation for crew members, etc. deputed by the Event Manager to be provided by the event manager, no payment will be made by NJB in this regard.

FINANCIAL BID
[EVENT & FASHION SHOW MANAGEMENT SERVICE]

The tenderer shall quote the amount in the following format:

"FINANCIAL BID FOR EVENT & FASHION SHOW of NATIONAL JUTE BOARD, KOLKATA"
"I/We (_____) on behalf of M/s _____ hereby undertake to carry out EVENT & FASHION SHOW -2019 as specified in this tender [NIT No. 9/NJB/2018-19]for an amount of Rs. _____(in words Rupees _____) for the event with materials as required and mentioned in Annexure 'E' (i.e. Schedule of Items). The above quoted amount is inclusive of and in accordance with all the statutory liability, Service Charges, Administrative Charges, GST, transportation,etc., as applicable.
_____ Signature of the tenderer/ authorized signatory with date & seal

Note:

1. *Successful Agency should depute technically qualified executive to coordinate the whole event in detail consultation with NJB team*
2. *For items mentioned in Annexure 'E' the bidders must ensure the required quality, materials, dimensions & other parameters and quote accordingly. In case items are not as per specification the same shall not be accepted. No payment, claims for such items shall be entertained.*
3. *Schedule, Venue, Quantity, Scope of Work, etc. are subject to change*