



NATIONAL JUTE BOARD
Ministry of Textiles, Govt. of India
3A & 3B Park Plaza, 71 Park Street
Kolkata – 700 016 ,Tel: 033-2217 2107/2226 3438
Email: jute@njbindia.in

NIT No 11 /NJB/ Jute Fair Darjeeling / Tender/2023-24

13th December 2023

TENDER NOTICE

Sealed Tenders are invited by the **Secretary, National Jute Board (NJB), 3A& 3B, Park Plaza, 71, Park Street, Kolkata-700 016** from bonafide Fabricators/ Interior Decorators / Industrial Exhibitors of repute with good financial standing for Design, Fabrication, Decoration and setting up of NJB Stalls at the Capitol Hall , HD Lama Rd, Chauk Bazaar, Darjeeling, West Bengal 734101.

Details of tentative venue and date of the Jute Fair, Darjeeling:

- (a) **Venue Proposed** : Capitol Hall of Darjeeling Municipality , HD Lama Rd, Chauk Bazaar, Darjeeling, West Bengal 734101 (Approx. space more or less 2700sq.ft)
- (b) **Proposed Date** : 21st December 2023 to 26th December 2023 (6 days)
[20th December 2023 for Stall Fabrication/ Installation)

SCOPE OF WORK:

Capitol Hall of Darjeeling Municipality , HD Lama Rd, Chauk Bazaar, Darjeeling, West Bengal .

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

REQUIREMENTS FOR COMPLIANCE :

1. Tenderer 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, UCO Bank, A/C No "07030210001233" IFSC – UCBA0000703.
2. 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 Registration Certificate & to submit the current GSTR Return of the FY 2023-24 (Current Quarter).
 - (b) Copy of valid Trade License or Work Permit (Clearly mentioned Nature of work is Event Management/ Exhibition) if required for working in the Darjeeling District of West Bengal under Gorkha Territorial Administration (GTA).
 - (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 at least for 3 events in a year from Central/State Government/ Public Sector Undertaking and Autonomous Bodies during the last 3 years. Proof of Payment receipt against such Work Order (Bank Statement highlighting receipt of payments towards carrying out work to be enclosed) in undertaking similar jobs.

Preference will be given to such Bidders having conducted and managed same nature of work under the Ministry of Textiles before.

- (f) Declaration by the Tenderer on Company's letterhead duly signed and stamped by the person signing the Tender Document having proper ID proof that the Agency has not been debarred or black listed by any Government, Quasi Government, PSU or Autonomous organization before.
- (g) Declaration by the Tenderer on Company's letterhead duly signed and stamped by the person signing the Tender Document having proper ID proof that the Agency is capable 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 on Company's letterhead duly signed and stamped by the person signing the Tender Document having proper ID proof that the Agency is agreed to abide by all the terms & condition of this tender and items wise / components of BOQ have been quoted.

3. Last Date & time of submission: 18th December 2023 (Monday) up to 12.00 Hrs in the Tender Box at NJB Head Office , Kolkata Address : 3A & 3B Park Plaza (3rd Floor) , 71 Park Street, Kolkata - 700 016.

4. Interested agencies are requested to submit tender in One Single Main Envelope (containing both **Technical Bid** in One Envelope and **Financial Bid** in second envelope) along with all required documents as mentioned at Sl No 1 & 2 in Main Envelope super subscribing "**TENDER FOR JUTE FAIR 2023, Darjeeling, West Bengal**" addressed to "The Secretary, National Jute Board, Kolkata". Address: 3A & 3B Park Plaza (3rd Floor), 71 Park Street, Kolkata - 700 016.

5. Opening of Tender: 18th December 2023 (Monday) at 13.00 Hrs at NJB H.O. Kolkata at 3A & 3B Park Plaza (3rd Floor) , 71 Park Street, Kolkata - 700 016. (Tenderer may remain present and no separate intimation will be given).

6. The Tender Committee constituted for the purpose would open the Tender, examine and process as per Tender formalities.

7. Incomplete tender documents without Earnest Money deposit / partly filled schedule of rates and Amount will be summarily rejected as invalid tenders.

8. 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 and the EMD of the unsuccessful Bidders will be refunded after finalization of the Tender contract as per the norms.

9. 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/ E- Payment Facility /NEFT/RTGS** valid for a period of sixty days. [immediate after issue of Work Order]

10. All the pages in the Tender document should be signed and all pages should have **serially numbered**.

GENERAL CONDITIONS

1. Rules and regulations of Hall Authority should be strictly followed at site.
2. **All necessary permission from the District administration/ Police Department as well as from Fire Department or Local Municipality any other statutory permission as required shall be obtained before execution of the job and norms shall be strictly adhered to and any incidental expenses/fees with proper bills incurred in the process shall be paid by the Contractor entrusted for fabrication and setting up NJB stalls on Capital Hall, Darjeeling and the same to be raised along with the final bill for payment through reimbursement.**
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 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 one day .after the fair is over.
6. 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.
7. All disputes are subject to Kolkata jurisdiction only. Dispute, if any, shall be settled mutually or arbitrator to be appointed by the Head- Marketing NJB at Kolkata, West Bengal.

(FORMAT FOR SUBMISSION OF FINANCIAL BID)**TO BE SUBMITTED ON AGENCY'S LETTERHEAD)****TENDER FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF
INDOOR NJB PAVILION FOR JUTE FAIR, DARJEELING, WEST BENGAL****Tentative Bill of Quantities (BOQ)**

- Jute Fair in a COVERED AREA approx.2700sqft in the CapitolHall Darjeeling for Jute Fair Duration: 21st - 26th December 2023.
- Requirement and activities/Quantities are tentative and subject to change.

Sl No	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1.	Covered Space – 2,700 sq.ft.				
2.	Fabricated Stalls : a. Size : 3mtr x 2 mtr b. Nos : 18 -20 nos c. System : Octonorm / Syma Panel d. StallFascia:Having name of the participating units and logo of NJB and Jute Mark India logo e. Furniture & Fixture : Each stall willhave ➤ SaleCounterTable-2nos. No.3ft(L)x1.5 ft(w), with tablecloth ➤ Chairs- 2nos. ➤ Waste paper Basket –1no. ➤ LED Light – 6nos, ➤ Electric plug point – 1no	No	16-18		
3.	NJB Reception cum Office cum Product Display (Including Decoration) Size: 3mx3m -2 nos (merged together) a. System : Octonorm b. Fascia: Logo , National JuteBoard c. Furniture: ➤ 3 seater Sofa set -1no. ➤ 1 seater Sofa set – 2nos. ➤ Centre Table withGlassTop–1no. ➤ Waste paperBasket-1no. d. Promotional Jute Slogan printed in flex to be covered inside the wall of the NJB office (2 ft x 1 ft) :10nos. e. LED Light : 10nos f. Plug Point :2nos. g. Pedestal Fan : 2 nos.	Lump sum	01		
4.	Carpeting Entire covered area of more or less 3000sq ft. and the passage/staircase etc and at the entrance also with good quality carpet	SFT	3000 Approx.		
5.	Main Fascia (As per requirement) : (a) Preparation of artwork, printing, Fabrication & Fixing of Front Fascia outside hall of approx. 100	Lump sum			

	<p>sqft. Box Gate at the main Entrance Gate of the Hall approx.. 1000 sq ft. Other fascia(2 nos.) in the side gates of approx.300 sq ft. The fascia ,Pillar , Box Gates should be fabricated on wooden frame covered with flex (Artwork to be approved byNJB).</p> <p>(b) Proper lighting of the fascia including the side fascia , Pillar , Box Gate with white Halogen Light (400W) (in adequate number).</p> <p>(c) Arrangement of 10 nos. of standees(Artwork to be approved byNJB)</p>				
6.	<p>General Lighting/ Fan in the Hall</p> <p>(a)Tube Light/ LED Light –Adequate nos.</p> <p>(b)HalogenLight(white)-400W–Adequate</p> <p>(c) Fan to each stall in the Hall</p>	Lump Sum			
7.	<p>Maintenance and Cleaning round the clock</p> <p>(i)Proper Sanitization.And providinghand sanitization spray to all visitors.</p>	Lump sum			
8.	<p>Fire Safety Measures:Portablefireextinguisher at different location inside theHall as per the Fire safety norms.</p>	Lump sum			
9.	<p>Arrangement of DG Set with minimum 40 KVA Load capacity in along with fuel and operator during the exhibition period .</p>	Lump sum			
9.	<p>Inaugural Arrangement</p> <ul style="list-style-type: none"> ➤ Floral decoration and arrangement of 2-3 Flower Bouquet ➤ Inauguration lamp with redribbon/ /scissor/candle in a tray with flower petals/Flower Bouquets for the Dignitaries & Chief Guest ➤ Photography with Pen Drive and Album ➤ Provision of Drinking water ➤ Arrangement of Visitor Book ➤ Coordination with Inaugurator for inauguration of the event and arrangement of one car on the day of inauguration for the Chief Guest/ Other officials 	Lump sum			

Total Rs

Add applicable Tax:_____

(.....%)

TotalRs.....

Signature and Stamp of the Agency

NOTE

- i) The area will be available one day before the Jute Fair and should be dismantled after the exhibition is over on the same day
- ii) The selected agency will coordinate with the Local Administration / Municipality for obtaining Permission for organizing the Jute Fair. Fire & Safety, Statutory requirement, Sanitation, etc shall be the responsibility of the agency.
- iii) Cost of Publicity campaign will be borne by NJB – The Agency to coordinate whenever required. All artwork related to publicity to be prepared and approved by NJB.
- iv) All materials will be on hire basis. Prices to be quoted accordingly. Applicable tax should be shown separately and added to the total.
- v) 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.
- vi) 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.
- vii) 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 constant.
- viii) In case postponement of the event due to COVID related/or any other restriction imposed by the Government, the vendor would be required to fulfill the tender obligations within the same cost for the revised date.
- ix) The construction of work related to the event should start only two days prior to the inauguration of the event. NJB would have no liabilities for any construction work started before two days of the inauguration of the event.

TOTAL :

(Rupees)

**Signature of Authorized
Representative with date and stamp**