



NATIONAL JUTE BOARD
Ministry of Textiles, Govt. of India
New Delhi- 110001

NIT No. 02/NJB/Jute Fair Shimla/New Delhi /Tender/2023-24

Dt. 04.05.2023

TENDER NOTICE

Sealed Tenders are invited by the **National Jute Board (NJB), Ministry of Textiles, 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, Fabrication, Decoration and setting up of NJB Pavilion/Stalls at Shimla (HP) for Jute Fair, June 2023.

Details of tentative venue and date of the Jute Fair:

- (a) **Venue :**Indira Gandhi State Sports Complex, Mall Road, Shimla (HP) (Open Space area : 4000 Sq.ft. approx..)
- (b) **Proposed Date:** 21-27thJune, 2023(07 DAYS)

SCOPE OF WORK:

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

REQUIREMENTS & COMPLIANCES :

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 Stalls/Booths/Pavilion for fairs/exhibitions for any two Govt. Deptts./Organizations/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 E PAYMENT FACILITY/NEFT / RTGS in favour of National Jute Board, PNB Bank, A/C No "1120002102318155" IFSC – PUNB0112000.
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 No.
 - (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. No. 2 above.
 - (f) Declaration by the Tenderer that the Agency has not been black listed by any Govt. Agencies during last 3 years.
 - (g) Declaration by the Tenderers that they are 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 that they are agreed to abide by all the terms & condition of this tender and item wise / components of BOQ have been quoted.

5. Last Date & Time of submission of Tender: 31st May, 2023 at 13.00 hrs
6. Interested agencies are requested to submit tender along with all required documents as mentioned at Sl. No 1 & 2 in Envelope super subscribing “**TENDER FOR JUTE FAIR Shimla June’23**”, 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: 31st May, 2023 at 16.00 Hrs at **NJB's Regional Office at 508-509, Prakash Deep Building, 7-Tolstoy Marg, New Delhi- 110001 (Fifth Floor)**.
(Tenderers 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 without Earnest Money deposit / 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 Jute Fair, Hall authority 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 erection of the stalls, etc. from 8 PM onwards in the previous night of 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 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 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, FABRICATION, DECORATION AND SETTING UP OF NJB PAVILION/STALLS AT INDIRA GANDHI SPORTS COMPLEX, MALL ROAD, SHIMLA FROM 21-27th JUNE, 2023****Tentative Bill of Quantities (BOQ)**

- Jute Fair in an Open Space area approx 4000 Sq ft in the Indira Gandhi State Sports Complex, Mall Road, Shimla (HP)
- Jute Fair Duration: 21-27th June, 2023 (7 days)
- Timings of the Fair: 10.00 AM – 9.00 PM (all days)
- Requirement and activities/Quantities are tentative and subject to change.

	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
	<ul style="list-style-type: none"> ➤ Floor Area – 4000 Sq Ft appx.(Open Area) ➤ All stalls to be covered properly with water-proof coverings (Water-resistance Tarpaulin Or Plastic coverings of adequate thickness) from roof side to shelter them from rain ➤ Entire floor area including entrance / exit portion to be carpeted by good quality carpet ➤ 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 nos. side panels/pillars of 8 x 1½ Ft. size each (all four sides). The Gate Facia and side 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 	Lump sum	1		

	<p>panel OR Wooden frame/panels OR Iron frames/panels.</p> <p>➤ Proper lighting on the Gate Facia including the side panels of the Gate with white Halogen Lights</p>				
	<p>Fabricated Stalls:</p> <p>a. Size: 2 x 2 mtr. (5 stalls) & 2 x 3 mtr(20 stalls)</p> <p>b. Total No. of stalls :25 nos.</p> <p>c. System: Octonorm / Syma panels</p> <p>d. Stall Fascia: Each Facia having name of the participating unit and NJB Logo</p> <p>e. Furniture & Fixture: Each stall will have:</p> <p>➤ Sale Counter Mica Table-1 no.</p> <p>➤ Chairs- 2nos.</p> <p>➤ Waste paper Basket –1no.</p> <p>➤ LED/Spot Light – 4 nos. Or 3 tube lights</p> <p>➤ Electric plug point – 1 No.</p>	No	5 + 20		
	<p>NJB Office – 3x3 mtr.1 stall/office area</p> <p>Front Fascia: With National Jute BoardName & Logo</p> <p>Furniture& decoration:</p> <p>➤ 3-seater Sofa– 1 no. OR 2-seater Sofa – 2 Nos.</p> <p>➤ 1 seater Sofa – 2 nos.</p> <p>➤ Centre Table with Glass Top– 1 no.</p> <p>➤ Waste paper Basket-1no.</p> <p>➤ Promotional Jute Slogan/messages& Jute Products’ photos to be printed onSelf-adhesive Flex/vinyl sheets/material (size 3x6 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</p>	Lump sum	01		

	<p>spot)</p> <p>Lighting:</p> <ul style="list-style-type: none"> ➤ 5 LED/Spot Lights or 3 Tube Lights ➤ Plug Point: 2 nos. ➤ Pedestal Fan: 1 no. 				
	<p>Publicity Material:</p> <ul style="list-style-type: none"> ➤ Arrangement/supply of 05 Standees (3x5 ft) with Flex/Vinyl sheet (Art work to be approved by NJB) ➤ 10 Nos. Flax banners (4x6 ft each) (Art work to be approved by NJB) ➤ 02 Flax base Sign/display boards (6x9 ft each) fixed in Iron/wood Frame (Art work to be approved by NJB) ➤ 9 inch X 15 inch - 40 Logos self-adhesive Digital prints in vinyl (10 each of Ministry of Textile Logo, G20 Logo, Swachchh Bharat Logo, Jute Mark India Logo) <p>- Placement of the above Publicity Materials to be made as per the direction of the NJB Official on the spot.</p>	No.	05 10 02 40		
	<p>General Lighting/Fan in the Fair Hall/Area</p> <p>(a) Tube Light/ LED/Spot Light – Adequate nos.</p> <p>(b) Halogen Light(white)-400W– Adequate nos.</p> <p>(c) 04-05 Pedestal Fans with Plug Points</p> <p>(d) Electricity charges (On actual) will be borne by NJB. Necessary approval for Temporary Electricity connection,if required,from concerned State Electricity Board/Agency is to be obtained by the Tenderers, expenses for which will be borne by the NJB.</p>	Lump sum			

	Maintenance and Cleaning of NJB Pavilion/ Stalls for all days of the event - Proper maintenance and cleaning of the NJB Pavilion round the clock including arrangement of sanitizing material & Hand sanitizer.	Lump sum			
	Fire Safety Measures: 05 Nos. Portable fire extinguisher at different locations inside the Hall as per the Fire Safety norms.	Unit	05		
	Security & supporting manpower: ➤ 04 guards per day for 7 days during the exhibition period (2 during Day & 2 at Night)	Unit	04		
	➤ Inaugural Arrangement ➤ Flower Bouquets (4-5 Nos.) ➤ Inauguration lamp with red ribbon/scissors/candle/match box in a tray with flower Petals ➤ Photography with a Pen Drive and Album (50 photos) ➤ Arrangement of 1 Visitor Book ➤ Arrangement of 1 ushers/stall boys on inauguration day	Lump sum	01		
	DG set/Generator of 10 KVA Capacity with fuel to ensure regular and uninterrupted power supply throughout the fair days, in case of power-cuts (Max. 4 Hours/night requirement)	Unit	01		

Total: Rs

Add applicable Tax: Rs.:

(GST.....%)

Grant Total Rs.

Signature of the authorized Representative of the
Agency
with date and stamp

**TENDER FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF
NJB PAVILION/STALLS AT INDIRA GANDHI SPORTS COMPLEX, MALL
ROAD, SHIMLA FROM 21-27th JUNE, 2023**

NOTE

- 1) Space Rent and Electricity Consumption Cost/charges will be borne by NJB. The Space will be available in the evening (8 PM onward) of the previous day of the Jute Fair for construction/fabrication of the stalls. The fabrication/stalls/material should be dismantled after the exhibition is over on the same day.
- 2) If required, 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.
- 3) Cost of Publicity campaign will be borne by NJB – The Agency to coordinate whenever required. All artwork related to publicity to be prepared by the Agency and approved by NJB.
- 4) All materials will be on hire basis. Prices to be quoted accordingly. Applicable taxes should be shown separately and added to the total.
- 5) 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.
- 6) 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 50% more than the rate of items given in the BOQ.
- 7) 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.
- 8) In case postponement of the event due to COVID-19 related restriction by the Government or any other unprecedented force majeure, the vendor would be required to fulfil the tender obligations within the same cost for the revised dates within 6 months.

Signature of authorized Representative
withdate and Stamp