



# NATIONAL JUTE BOARD

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

NIT No 03/NJB/ Jute Fair Siliguri / Tender/2020-21

Dt. 15.10.2020

## 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 Pavilion in Jute Fair at City Centre , Siliguri, North Bengal, West Bengal.

Details of tentative venue, date of the Jute Fair :

- (a) **Venue** : City Centre premises of Siliguri, North Bengal. (Approx Open Space area : 5500 Sq.ft.)
- (b) **Date** : 5<sup>th</sup> -11<sup>th</sup> November,2020

## SCOPE OF WORK:

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

## REQUIREMENTS FOR COMPLIANCE :

1. The Tender is 2 part bidding process : Technical and Financial bid

### **Technical bid :**

2. The following documents duly signed / stamped by the authorized signatory of the Agency should be submitted as '**Technical bid**' (Please note that all the documents are important for valid Technical bid.) :-

- (a) Earnest Money deposit of Rs 10,000 (Rupees Ten Thousand only) in the form of pay order / Demand Draft / E-Payment Facility / NEFT / RTGS in favour of National Jute Board, UCO Bank, A/C No "07030210001233" IFSC – UCBA0000703.
- (b) Copy of GST.
- (c) Copy of Trade License.
- (d) Copy of Income Tax Return for the last 3 years
- (e) Copy of Audited Financial Statement for the last 3 years
- (f) Copies of work order and completion certificate/ final payment received in undertaking similar jobs during 2018-19 and 2019-20.
- (g) Declaration by the Tenderer that the Agency has not been black listed by any Govt. Agency during last 3 years.
- (h) Declaration by the Tenderer regarding sound infrastructure / sufficient / exhibit materials in stock to undertake the job.

- (i) Declaration by the Tenderer that they are agreeable to deposit 20% of the Value of the Contract as Security Deposit if work order is awarded.
- (j) Declaration by the Tenderer that they are agreeable to abide by all the terms & condition of this tender.

All these documents should be put in one Envelope Superscribing 'Technical Bid'

3. **Financial bid :** The format for submission of Financial bid (at Annexure-I) should be neatly filled in without correction by the Agency and signed / stamped on each page by the authorized signatory. The financial bid should be put in one Envelope superscribing 'Financial bid'.
4. Interested agencies are requested to submit Tender in 2 part (Technical and Financial) separately in 2 closed envelop along with all required documents as mentioned at SI No 1, 2 & 3. The Envelop should superscribe "TENDER FOR JUTE FAIR 2020, SILIGURI, NORTH BENGAL" and addressed to "The Secretary, National Jute Board, Kolkata". 3A & 3B Park Plaza (3<sup>rd</sup> Floor), 71 Park Street, Kolkata - 700 016. The Tender may be put in the 'Tender Box' at the Reception area of NJB, Kolkata before scheduled date and time.
5. Last Date & Time of submission of Tender: 22<sup>nd</sup> October, 2020 Upto 13.00 Hrs.
6. Opening of Tender : 22<sup>nd</sup> October,2020 ( Thursday ) at 15.00 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)
7. The Tender Committee constituted for the purpose would open the Technical bid first. Please note that the financial bid of the Agency will be opened if the Technical bid of the Agency is valid and found to be in order.
8. Incomplete tender documents viz. non submission of EMD / documents, Earnest Money deposit / partly filled schedule of rates / amount will be summarily rejected and will be declared as invalid tenders.
9. 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.
10. The successful bidder should deposit 20% of the contract value of the Tender as Security Deposit in the form of Demand Draft drawn in favour of National Jute Board.

## **GENERAL CONDITIONS**

1. Rules and regulations of Jute Fair, City Centre authority should be strictly followed at site.
2. All necessary permission from the district administration viz. 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 Agency and the same to be raised along with the

final bill for payment .

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 24 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 Kolkata jurisdiction only. Dispute, if any, shall be settled mutually or arbitrator to be appointed by the Director (MP&SI), NJB at Kolkata.

**Annexure-I**

**(FORMAT FOR SUBMISSION OF FINANCIAL  
 BID) (Should be neatly filled in and  
 submitted)**

**TENDER FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF NJB  
 PAVILION FOR JUTE FAIR SILIGURI, 2020**

Tentative Bill of Quantities (BOQ)

- Jute Fair in a Open Space / in the City Centre, Siliguri, (Approx Open area : 5500 Sq.ft.)
- Duration:5<sup>th</sup> -11<sup>th</sup> November,2020
- Requirement and activities/Quantities are tentative and subject tochange.

Sl No	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1.	<b>Open Space – 5500 Sq. ft.</b> Steel hanger- Roof to be covered, entire area to be carpeted.	Sq.ft.	5500		
2.	<b>Stall Fabrication.</b> a. Size : 3mtr x 3mtr b. Nos : 42 nos c. System : Octonorm Syma panel d. Stall Fascia: Having name of the participating units and logo of NJB e. Furniture & Fixture : Each stall will have <input type="checkbox"/> SaleCounterTable-2nos. No.3ft(L)x1.5 ft(w), with table cloth <input type="checkbox"/> Chairs- 2nos. <input type="checkbox"/> Waste paper Basket –1no. <input type="checkbox"/> LED Light – 6nos, <input type="checkbox"/> Electric plug point – 1no. <input type="checkbox"/> Fan – 1 no.	No	42		
3.	NJB Office Size : 200sq.ft a. System : Octonorm syma panel b. Fascia: Logo , National Jute Board c. Furniture: <input type="checkbox"/> 3 seater Sofa set -1no. <input type="checkbox"/> 1 seater Sofa set – 2nos. <input type="checkbox"/> CentreTable with GlassTop–1no. <input type="checkbox"/> Waste paperBasket -1no.	Lumpsum	01		



	Quantity) (e) Provision of 6 sets of cup & dish, glass, plates and paper cup(100 Nos) (f) Visitor Book				
10.	DG Set to ensure regular electric supply throughout the fair days	Lumpsum			

Agency Stamped Signature of Authorised representative

Total Rs .....  
Add applicable Tax: \_\_\_\_\_  
(.....%)  
Total Rs \_\_\_\_\_

Signature and Stamp of the Agency

**NOTE :**

- i) Hall Rent, Electricity Consumption Cost will be borne by NJB . The Hall 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.
- vii) 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.

**TOTAL :**

(Rupees )

representative

Signature of authorized

With date and stamp