



NATIONAL JUTE BOARD

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

NIT No 09/NJB/MD/Jute Bags/Tender/2021-22

Dt. 18.02.2022

TENDER NOTICE

Sealed Tenders are invited by the **Secretary, National Jute Board (NJB), 3A & 3B, Park Plaza, 71, Park Street, Kolkata-700 016** from Manufacturer of repute with good financial standing for manufacturing of Jute Bags with Mark Logo for and messages for distribution at the eve of the launching of Jute Mark India Logo.

SCOPE OF WORK :

Manufacturing and supply of Jute Bags to National Jute Board against Work order. The payment mode will be : 50% of payment alongwith Work Order and rest on receipt of consignment. The features of Jute Bags are given below :-

- (a) Size Height 15” and width 13.5” (approx.)
- (b) Tape handle.
- (c) Digitally printed Jute Mark India Logo.
- (d) Jute fabric specification is 14 x 15.

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 Experience in manufacture of Jute Diversification Products.
- (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 that they are capable and agreed to abide by all the terms & condition of this tender.
- (j) The Tender must have registered with NJB.
- (k) Tenderer who have operated in Retail Outlet Scheme of NJB will be preferred.

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 SUPPLY OF JUTE BAG" and addressed to "The Secretary, National Jute Board, Kolkata". Address : 3A & 3B Park Plaza (3rd 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 : 28th February, 2022 at 1300 HRS

6. Opening of Tender : 28th February, 2022 at 1500HRS at NJB's Head Office at 3A & 3B Park Plaza (3rd 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 Tender 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.

Annexure-I

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

TENDER FOR SUPPLY OF JUTE BAG

Tentative Bill of Quantities (BOQ)

- Size : Height 15” and width 13.5” (approx.).
- Tape handle.
- Digitally printed Jute Mark Logo India.
- Digitally printed NJB Logo.
- Jute fabric specification is 14 X 15.

SI No	Schedule of Items	Rate (Rs)
	Jute Bag Features mentioned above	

Agency Stamped Signature of Authorised representative

