



National Jute Board | Ministry of Textiles | Govt. of India

NATIONAL JUTE BOARD

Ministry of Textiles, Govt. of India

3A & 3B Park Plaza, 71 Park Street, Kolkata – 700 016, India

Tel: 033-2217 2107/2226 3438, Email: jute@njbindia.in

NIT No 10 /NJB/ MD/Jute Fair-Chennai /Tender/2023-24

Date : 17.11.2023

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 in the Hall of Kamdhenu Mahal , Mylapore , Chennai – 600004, Tamil Nadu for the said Jute Fair Chennai 2023

Details of tentative venue, date of the Jute Fair :

- (a) **Venue** : Kamdhenu Mahal (approx..5000 sqft space) Mylapore , Chennai 600004
- (b) **Proposed Date** : 13th – 19th December 2023 (Hall will be available on 12th Dec'23)

SCOPE OF WORK:

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 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 Exhibition/Event Management) applicable in the state of Tamil Nadu
 - (c) Copy of Income Tax Return for the last 3 financial years.
 - (d) Copy of Audited Financial Statement for the last 3 financial years.
 - (e) Copies of Work Order of at least 3 events in a year from Central/State Govt./ Public Sector Undertaking and Autonomous Bodies during the last 3 financial 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 Govt. of India, earlier.
 - (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 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 on Company's letterhead duly signed and stamped by the person signing the Tender document having proper ID proof that they are agreed to abide by all the terms & condition of this tender and items wise / components of BOQ have been quoted.

. **Last Date & Time of submission of Tender: 28th November 2023 (Tuesday) up to 13.00 Hrs.**

4. Interested agencies are requested to submit tender in **One Single Main Envelope** (containing Both (1) **Technical Bid** in One Envelope and (2) **Financial Bid** in second envelope) along with all required documents as mentioned at SI No 1 & 2 in Main Envelope super subscribing "**TENDER FOR JUTE FAIR CHENNAI , TAMIL NADU** " 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: 28TH November 2023 at 15.00 Hrs in 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)
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.
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. [immediately after issue of Work Order]
10. All the pages in the Tender document should be duly signed and stamped by the person signing the Tender document having proper ID proof signed and All pages should have **Serially numbered**

GENERAL CONDITIONS

1. Rules and regulations of Jute Fair / Hall / Mall Authority should be strictly followed at site.
2. **All necessary NOC / Permission from the Police Commissioner Office, Chennai and District Administration, Chennai, Tamil Nadu as well as from Fire Department, Local Police Station, Municipal Authority and any other statutory permission wherever required, shall be obtained before execution of the job. Any fees with proper bills from the respective Govt. Dept will be reimbursed.**
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 10 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 Secretary, 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 NJB STALLS AT KAMDHENU MAHAL FOR JUTE FAIR CHENNAI FROM 13TH -19^H DECEMBER ,2023****Tentative Bill of Quantities (BOQ)**

- Jute Fair in Closed Space area 5000 sq ft approx. in the KAMDHENU MAHAL, Mylapore, Chennai -600004
- Jute Fair Duration: 13th -19th December 2023 (7 days)
- Requirement and activities/Quantities are tentative and subject to change.

SI No	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
	▪ Area 5000 sq.ft approx.				
1..	Reception/ Office cum Product Display Area (Including Decoration) a. Size : 160 sq ft. b. System : Octanorm b. Fascia: Logo, National Jute Board Logo and Jute Mark India Logo d. Furniture: <ul style="list-style-type: none"> ➤ 3 seater Sofa set -1 no. ➤ 1 seater Sofa set – 2 nos. ➤ Centre Table with Glass Top–1no. ➤ Waste paper Basket-1no. ➤ Promotional Jute Slogan printed in flex to be covered inside the wall of the NJB office (2 ft x 1 ft) -10 nos ➤ LED Light : 10 nos ➤ Plug Point : 2nos. ➤ Pedestal Fan : 2 nos. 	Lump sum	01		
2.	Fabricated Stalls : <ul style="list-style-type: none"> ➤ Size : 3mtr x 3 mtr ➤ Nos : 27 (approx) ➤ System : Octonorm/ Syma Panel ➤ Stall Fascia: Having name of the participating units and logo of NJB ➤ Furniture & Fixture : Each stall will have the followings : <ul style="list-style-type: none"> ▪ Sale Counter Table-2nos..3ft (L) x1.5 ft (w), with tablecloth ▪ Chairs- 2nos. ▪ Waste paper Basket –1 no. each ▪ LED Light – 6 nos (or) 3- 4 tube lights (each Stall) ▪ Electric plug point – 1 no 	Nos.	27 (approx.)		
3	Arrangement of Fascia (As per requirement) : <ul style="list-style-type: none"> ▪ Preparation of artwork, printing, Fabrication & Fixing of Front Fascia outside hall of approx.100 sq .ft, Box Gate at the Main Entrance of approx. 1000 sq ft., Other Fascia(2 nos.) in the side Gates of approx.300 sq.ft. The Fascia, Pillars, Box Gate should be fabricated on wooden frame covered 	Lump sum			

	<p>with flex (Artwork to be approved by NJB) and</p> <ul style="list-style-type: none"> ▪ Proper lighting of the fascia including the side fascia, Pillar, Box Gate with white Halogen Light (400W) (in adequate number). ▪ Arrangement of 25 standees (Art Work to be approved by NJB) 				
4.	<p>General Lighting / Fan in the NJB Stall/ Hall for the event</p> <ul style="list-style-type: none"> ▪ Tube Light/ LED Light –Adequate nos. ▪ Halogen Light(white)-400W–Adequate nos. in the Hall and area allotted for NJB Jute Fair ▪ Fans to each stall in the Hall 	Lump sum			
5.	<p>Maintenance and Cleaning of NJB Pavilion/ Stalls for all days of the event</p> <ul style="list-style-type: none"> ▪ Proper maintenance and cleaning of the NJB Pavilion round the clock including arrangement of sanitizing material& Hand sanitizer.. 	Lump sum			
6.	<p>Fire Safety Measures</p> <ul style="list-style-type: none"> ▪ Portable fire extinguisher at different location inside the NJB Jute Fair allocated area as per the Fire Safety norms. 	Lump sum			
7.	<p>Inaugural Arrangement</p> <ul style="list-style-type: none"> ● Floral decoration ● Inauguration lamp with red ribbon/ scissor/ candle in a tray with flower petals ● Photography with Pen Drive and Album ● Arrangement of Visitor's Book ● Arrangement of 2-3 nos. flower Bouquet. 	Lump sum	01		

Total Rs

Add applicable Tax:_____

(.....%)

Total Rs.....

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 has 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 indicative, tentative only 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 one days prior to the inauguration of the event. NJB would have no liabilities for any construction work started before one day of the inauguration of the event.

TOTAL :

(Rupees)

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