



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 Shillong / Tender/2023-24

Dt. 08.06.2023

TENDER NOTICE

SealedTenders are invited by the **Secretary, National Jute Board (NJB), 3A& 3B, Park Plaza, 71, Park Street, Kolkata-700 016** frombonafide Fabricators/ Interior Decorators / Industrial Exhibitors of repute with good financial standing for Design, Fabrication, Decoration and setting up of NJB Stalls at the Ground floor Banquet Hall of Shillong Club Ltd. Residential, Meghalaya for Jute Fair 2023

Details of tentative venue, date of the Jute Fair ,Shillong:

- (a) **Venue Proposed** : Ground Floor Banquet Hall of The Shillong Club Ltd. Residential , Shillong , Meghalaya (Approx. space 3000 sq.ft)
- (b) **Proposed Date** : 21st June 2023 to 26th June '2023 (6 days)[21st June '2023 for Stall Fabrication

SCOPE OF WORK:

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

REQUIREMENTS FOR COMPLIANCE :

1. Tenderers should deposit Earnest Money deposit of Rs 10,000 (Rupees Ten Thousand only) throughPay 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 &last GSTR Return .
 - (b) Copy of Trade License (Clearly mentioned Nature of work is Event Management)
Also the firm should have a valid Trading License for North – East .
 - (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 from Central/State Government/ Public Sector Undertaking and Autonomous Bodies for 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.
 - (f) Declaration by the Tenderer that the Agency has not been black listed by any Govt. Agency during last 3 years.
 - (g) Declaration by the Tenderer that they are capable and agreed to provide 20% of the Gross Value of the Contract asSecurity 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 items wise / components of BOQ have been quoted.

3.Last Date & Time of submission ofTender:14th June,2023 up to 13.00 Hrs.

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 SI No 1 & 2 in Main Envelop supersubscribing “ **TENDER FOR JUTE FAIR 2023 , SHILLONG , MEGHALAYA**“ 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 :14TH June,2023 (Wednesday) at 15.00 Hrs 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)

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 amountwill 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.[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 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/fees with proper bills incurred in the process shall be paid by the Contractor 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 inview 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 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 ,SHILLONG,MEGHALAYA**

Tentative Bill of Quantities (BOQ)

- Jute Fair in a COVERED AREA approx..3000 sqft in the Ground Floor Banquet Hall of The Shillong Club Ltd. Residential
- Jute Fair Duration:21st -26th June'2023 .
- Requirement and activities/Quantities are tentative and subject tochange.

SI No	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1.	Covered Space – 3000sq.ft.				
2.	<p>Fabricated Stalls :</p> <p>a. Size : 3mtr x 3mtr</p> <p>b. Nos : 16nosor more</p> <p>c. System : OctonormSyma Panel</p> <p>d. StallFascia: Having name of the participating units and logo of NJB</p> <p>e. Furniture & Fixture : Each stall willhave</p> <ul style="list-style-type: none"> ➤ 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		
3.	<p>NJBOffice Size: 3mx3m -2 nos..</p> <p>a. System : Octonorm</p> <p>b. Fascia: Logo , National JuteBoard</p> <p>c. Furniture:</p> <ul style="list-style-type: none"> ➤ 3 seater Sofa set -1no. ➤ 1 seater Sofa set – 2nos. ➤ CentreTablewithGlassTop–1no. ➤ Waste paperBasket-1no. <p>d. PromotionalJuteSloganprintedinflex to be covered inside the wall of the NJB office (2 ft x 1 ft) :10nos.</p> <p>e. LED Light : 10nos</p> <p>f. LED TV (40 inch) with USB option: 1no.</p> <p>g. Plug Point :2nos.</p> <p>h. Pedestal Fan : 2 nos.</p>	Lumpsum	01		
4.	<p>Carpeting Entire covered area of 3000 sq ft. and the passage at the entrance with good quality carpet</p>	SFT	3000		
5.	<p>Main Fascia (As per requirement) :</p> <p>(a) Preparation of artwork, printing, Fabrication & Fixing of Front Fascia outside hall of approx. 100 sqft.Box Gateat the main Entrance Gate of the Hall</p>	Lumpsum			

	<p>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 nos.</p> <p>(d) Fans to the stalls.</p>	Lumpsum			
7.	<p>Maintenance and Cleaning round the clock</p> <p>1. Proper Sanitization.</p> <p>2. Free supply of single use mask and providing hand sanitization spray to all visitors.</p>	Lumpsum			
9.	<p>FireSafetyMeasures:Portablefireextinguisher at different location inside theHall.</p>	Lumpsum			
10..	<p>Inaugural Arrangement</p> <p>(a) Floraldecoration,preferablywithJutebased decorativeitems.</p> <p>(b)Inauguration lamp with redribbon /scissor/candle in a tray with flower petals</p> <p>(c) Photography with Pen Drive and Album</p> <p>(d)Provision of Drinking water</p> <p>(e)Arrangement of Visitor Book</p> <p>(f)Arrangement of Stall boy during the event</p> <p>(g) In consultation with NJB Officials , coordination with Inaugurator for inauguration of the event</p>	Lumpsum			

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 remain 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