



## NATIONAL JUTE BOARD

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

NIT No 04/NJB/ Jute Fair Raipur-Chhattisgarh /Tender/2020-21

Dt. 27.11.2020

### 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/Stalls at City Centre , Raipur, Chhattishgarh for Jute Fair 2020.

Details of tentative venue, date of the Jute Fair :

- (a) **Venue** : Being decided to be organized tentatively in the City Centre premises at Raipur, Chhattishgarh
- (b) **Proposed Date** : 12<sup>th</sup> -18<sup>th</sup> December, 2020( 7 DAYS)

### 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) 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.
  - (b) Copy of Trade License.
  - (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 experience certificate in undertaking similar jobs during 2018-19 and 2019-20.
  - (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 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 items wise / components of BOQ have been quoted.
3. Last Date & Time of submission of Tender :7<sup>th</sup> December,2020 at 13.00 HRS
4. Interested agencies are requested to submit tender along with all required documents as mentioned at Sl No 1 & 2 in Envelop super subscribing " TENDER FOR JUTE FAIR 2020, RAIPUR, CHHATTISHGARH" addressed to "The Secretary, National Jute Board, Kolkata". Address : 3A & 3B Park Plaza(3<sup>rd</sup> Floor) . 71 Park Street, Kolkata - 700 016.

5. Opening of Tender :7<sup>TH</sup>December,2020 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)
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 valid for a period of sixty days.

## GENERAL CONDITIONS

1. Rules and regulations, of Jute Fair, Hall 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 Contractor 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, 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 THE OPEN AREA WITHIN THE PREMISES OF CITI CENTRE FOR  
JUTE FAIR RAIPUR, CHHATTISGARH FROM 12<sup>TH</sup> -18<sup>TH</sup> DECEMBER, 2020**

Tentative Bill of Quantities (BOQ)

- Jute Fair in a Open Area inside the City Centre ,Raipur,Chhattishgarh
- Jute Fair Duration:12<sup>th</sup> -18<sup>th</sup> December,2020(7days)
- Requirement and activities/Quantities are tentative and subject to change.

Sl No	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1.	<b>Open Space -5500 sq .ft approx.</b> Metal hanger / Bamboo Structure with wall cover on 6" raised wooden platform. Roof to be covered and the entire area to be carpeted.	Sq.ft	5500 (in 3 X Split Location)		
1.	Fabricated Stalls : a. Size : 3mtr x 3mtr b. Nos : 28nos c. System : Octonorm Syma panel d. StallFascia: Having name of the participating units and logo of NJB e. Furniture & Fixture : Each stall willhave ➤ SaleCounterTable-2nos. 3ft(L)x1.5 ft(w), with tablecloth ➤ Chairs- 2nos. ➤ Waste paper Basket –1no. ➤ LED Light – 6nos. ➤ Electric plug point – 1no.	No	28		
2.	NJBOffice Size : 2 nos of 3mtrx3mtr stalls merged together a. System : Octonorm syma panel b. Fascia: Logo , National JuteBoard c. Furniture: ➤ 3 seater Sofa set -1no. ➤ 1 seater Sofa set – 2nos. ➤ CentreTablewithGlassTop–1no. ➤ Waste paperBasket-1no. ➤ POS Machine –1 nos. d..PromotionalJuteSloganprintedin flex to be covered inside the wall of the NJB office (6ft x 1 ft) :10nos. e. .LED Light : 10nos	Lumpsum	01		

	<p>f.LED TV (40 inch) with USB option: 1no.</p> <p>g.Plug Point :2nos. (Excluding pedestal fan point)</p> <p>h. Pedestal Fan : 1 nos.</p>				
4.	<p>Publicity including Fascia (As per requirement)</p> <p>(a) Preparation of artwork, printing, Fabrication &amp; Fixing of Front Fascia of approx. 275 sq ft. Pillars 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 with flex ( Artwork to be approved by NJB) and</p> <p>(b) Proper lighting of the fascias including the side fascia, Pillar, Box Gate with white Halogen Light (400W) (in adequate number).</p> <p>(c) Arranging for Cable TV ( Actual to be paid by NJB)</p> <p>(d) Miking through Autos in the lanes and by-lane of the city during the fair period with banner on the sides of the auto.</p>	Lumpsum			
5.	<p>General Lighting/ Fan in the Hall</p> <p>(a) Tube Light/ LED Light –Adequate nos.</p> <p>(b) Halogen Light(white)-400W–adequate nos.</p> <p>(d) Fans to each stalls.</p>	<p>Lumpsum</p> <p>Lumpsum</p> <p>Lumpsum</p>			
7.	<p>Maintenance and Cleaning of NJB Pavilion/ Stalls</p> <p>1. Proper maintenance and cleaning of the NJB Pavilion round the clock including installation of Sanitization channel/Block at the entrance of NJB Pavilion with arrangement of sanitizing material, Thermal scan &amp; Hand sanitizer .</p> <p>2. Free supply of single use mask and providing hand sanitization spray to 30 numbers of unit.</p>	Lumpsum			
8.	Fire Safety Measures: Portable fire extinguisher at different location inside the Hall	Lumpsum			
9.	Security :2 guards at the entry and exit points during the exhibition period and 2 guards during nighttime	Lumpsum	01		
10.	<p>Inaugural Arrangement</p> <ul style="list-style-type: none"> <li>• Floral decoration, preferably with Jute based decorative items.</li> <li>• Inauguration lamp with red ribbon /scissor/candle in a tray with flower petals</li> <li>• Photography with Pen Drive and Album</li> <li>• Provision of Drinking water ( Adequate Quantity) during the Event period</li> </ul>	Lumpsum	01		

	<ul style="list-style-type: none"> <li>• Provision of crockery, glass, plate and paper cups in adequate quantity for the VIPS and Dignitaries</li> <li>• Arrangement of Visitor Book</li> </ul>				
11.	DG set of adequate power to ensure regular and uninterrupted power supply throughout the fair days	Lump sum			

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.
- 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.

TOTAL :

(Rupees \_\_\_\_\_ )

Signature of authorized  
Representative with  
date and stamp