



NATIONAL JUTE BOARD
Ministry of Textiles, Govt. of India
Patsan Bhawan
5th & 6th Floor, Street No. 175, Plot No.
6/1 CF Block, Action Area – 1, New
Town Kolkata – 700 156
Email: jute@njbindia.in

NIT No.21/NJB/ MD/Poush Mela/Santiniketan /Tender/2024-25

Dt. 14.12.2024

TENDER NOTICE

Sealed Tenders are invited by the **Secretary, National Jute Board (NJB), Patsan Bhawan, 5th & 6th Floor, Street No. 175, Plot No. 6/1, CF Block, Action Area - 1, New Town, Kolkata – 700156** from bonafide Fabricators/Interior Decorators/Industrial Exhibitors of repute with good financial standing for Design, Fabrication, Decoration and setting up of NJB Pavilion at the open area in the Poush Mela Ground at Santiniketan, Bolpur, West Bengal (Probable Date 23rd - 28th December, 2024) for an approximate area of 5250 square feet .

Details of tentative venue, date of the Fair :

- (a) **Venue** : Open area in the Poush Mela Ground, Santiniketan Bolpur, Birbhum -731235, West Bengal (Approx. Covered area : 5250 Sq.ft.)
(b) **Proposed Date** : 23rd -28th December 2024

Important to NOTE:

- Agencies are advised to carefully read the terms and condition before submission of tender.
- The Tender Committee constituted for the purpose would open the Tender both Technical and Financial Bid, examine and process as per Tender formalities.
- Agencies whose **Packet A (Technical & EMD)** could not be considered by the Evaluation Committee; their Financial Bid shall not be opened. The decision of the Committee is final and no further communication will be entertained.
- Incomplete tender documents without Earnest Money deposit / partly filled schedule of rates and Amount will be summarily rejected as invalid tender.
- 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
- NJB is not bound to accept the lowest tender or to assign any reason for non-acceptance.

1. The Tenders must be submitted in two (02) parts

(a) Packet A: Technical and Earnest Money Deposit and contain the following documents:

- i. Tenderers should deposit Earnest Money deposit of Rs. 10,000/- (Rupees Ten Thousand only) through Demand Draft/ Cheque/ Online Payment in favour of National Jute Board, Bank of Baroda, Camac Street Branch, Kolkata – 700016, A/C No “09020200000849” IFSC – BARB0CAMACS. (In case of E-payment , necessary proof of e-payment may please be attached .)
- ii. Copy of GST Registration Certificate & to submit current GSTR return of the FY 2024-25 (Current Quarter).
- iii. Copy of Trade License (Clearly mentioned Nature of work is Exhibition/ Event Management) Also the firm should possess a valid Trading License/ Work Permit etc. as and when required while working in the state of West Bengal.
- iv. Copy of Income Tax Return for the last 3 years.
- v. Copy of Audited Financial Statement for the last 3 years.
- vi. Copies of Work Order of at least for 3 events in a year from Central/State Government/ Public Sector Undertaking and Autonomous Bodies during the 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 Govt. of India earlier.

- vii. Declaration by the Tenderer on Company Letter Head duly signed and stamped by the person signing the Tender document having proper ID proof that the Agency have not been debarred / black listed from participating in the Tender process by any Govt. Agency before.
- viii. Declaration by the Tenderer on Company Letter Head duly signed and stamped by the person signing the document having proper ID proof that the Agency remain capable and agreed to provide 20% of the Gross Value of the Contract as Security Deposit if work order is awarded.
- ix. Declaration by the Tenderer on Company Letter Head duly signed and stamped by the person signing the Tender document having proper ID proof that the Agency agreed to abide by all the terms & condition of this tender and items wise / components of BOQ have been quoted.

(b) **Packet B: Financial Bid:**

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:

- i. The Financial Bid complete in all respect as per Annexure-I should be submitted in sealed envelope super scribing Financial Bid for Poush Mela, Santiniketan .
- ii. Packet 'B' of the qualified agencies i.e Agencies whose **Packet A (Technical & EMD)** have been considered by the Evaluation Committee will be opened subsequently by the Committee constituted for the purpose. Tenderer may remain present and no separate intimation will be given.

2. Last Date & Time of submission of Tender: 18th December 2024 (Wednesday) up to 13.00 Hrs

- 3. Agencies interested to participate in the tender are advised to submit the tender for Poush Mela in One Single Main Envelope (containing Both **Technical Bid and Earnest Money Deposit** in One Envelope and **Financial Bid** in second envelope) along with all required documents as mentioned at **Packet A & B** in Main Envelop super subscribing "**Tender for NJB Pavilion in Poush Mela 2024 at Poush Mela Ground, Santiniketan, Bolpur, Birbhum, West Bengal** " addressed to "The Secretary, National Jute Board, Kolkata", Address: Patsan Bhawan, 5th & 6th Floor, Street No. 175, Plot No. 6/1, CF Block, Action Area - 1, New Town, Kolkata – 700156.
- 4. **Opening of Tender: 18th December 2024 (Wednesday) at 15.00 Hrs at NJB's Head Office** at Patsan Bhawan, 5th & 6th Floor, Street No. 175, Plot No. 6/1, CF Block, Action Area - 1, New Town, Kolkata – 700156. (Tenderer may remain present and no separate intimation will be given).
- 5. 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].
- 6. All the pages in the Tender document should be Signed and All pages should have **Serially numbered**.

GENERAL CONDITIONS

- i. Rules and Regulations of the Santiniketan Trust C/o Vishwa Bharati, Santiniketan, Bolpur, Birbhum, WB should be strictly followed at site.
- ii. All necessary NOC / Permission from the Local District Administration Bolpur, Santiniketan, West Bengal as well as from In- Charge Fire Department, Local Police Station, Municipal Authority and any other statutory permission as required shall be obtained before execution of the job. Any fees with proper bills from the respective Govt. Department will be reimbursed.
- iii. Tenderer may visit the site and also prepare indicative plan model of the NJB Pavilion, keeping in view the Tentative job specification (Annexure I) as well as indicative Facia of the Front portion (150 Ft.) of NJB Pavilion with provision of Glass panel fixed in the outer portion of Reception and VIP Lounge & indicative General Floor Plan inside the NJB Pavilion are enclosed for your reference please before Quoting the financial bid.
- iv. The allotted area earmarked for National Jute Board will normally be available/ handed over for erection of stalls in the open area of the Poush Mela Ground, Santiniketan, Bolpur at least 2-3 day before the commencement of the Poush Mela by the Santiniketan Trust c/o Vishwa Bharati Santiniketan.
- v. Arrangements of working light by ecofriendly DG set/ other captive power during construction/fabrication & installation of the NJB Pavilion will have to be arranged by the selected contractor of the Tender at their own cost.
- vi. Height of the partition walls (of stalls, etc.) should be minimum 2500mm from the floor level. Floor of the stalls and pathways to be covered with plain weave matting, Unitex carpet to be laid on the floor in the V.I.P. lounge.
- vii. The tenderer should dispose off, remove and clear from site all materials/ furniture/ etc after dismantling of the pavilion and removing of all the materials from site on completion of the event within 24 Hrs after the fair is over and the same should be duly certified by the designated officials of the NJB and Santiniketan Trust Authority.
- viii. 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 LETTER HEAD)**

**TENDER FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF
NJB PAVILION/STALLS AT THE OPEN AREA IN THE POUISH MELA GROUND,
SANTINIKETAN, BOLPUR, WEST BENGAL FROM 23RD - 28TH DECEMBER 2024
Tentative Bill of Quantities (BOQ)**

- Poush Mela in an Open Area (Approx 5250sqft. or more) at the Poush Mela Ground, Santiniketan, Bolpur, West Bengal
- Poush Mela Duration: 23rd -28th December 2024 (6 days)

Requirement, Date, Venue and activities/ Quantities are tentative and subject to change

Sl. No.	Schedule of Items	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
1.	Super Structure : Wooden super structure with waterproof roofing, Sal wood pillar, Bamboo framed structure covered with tin/aluminum sheeting on both roof and side walls and painted with fire retardant paint, inside lined with canvas wooden frame all complete.	SFT	5000 sq ft (approx.)		
2.	Facia (Front & Back) : (a) Made of 2" x 1" wooden frame covered by commercial ply & design flex including 2 glass panels (round 4ft dia each), painting, colouring including vinyl cut-out lettering as per design attached. (b) NJB Logo should be made of vinyl cut-out with backlit to be placed outside above the front fascia.	SFT Nos	2328 sq ft (approx.) 2 nos.		
3.	Platform : (a) Wooden Platform 6" height made of wooden block board. (b) To be covered by good quality approved colour unitex or similar brand carpet.	SFT SFT	5000 sq ft (approx.) 5000 sq ft (approx.)		
4.	False Ceiling : To be made of 2" x 1" wooden frame covered by new 7oz/10oz colour hessian.	SFT	5000 sq ft (approx.)		
5.	Inside Walling : Made of 2" x 1" wooden frame covered by 4mm commercial ply with painting (12ft height as per drawing design enclosed).	SFT	4000 sq ft (approx.)		
6.	Outside Walling : Made of 2" x 1" wooden frame covered by new jute & wrapped by design flex	SFT	5000 sq ft (approx.)		

7.	<p>Fabricated Stalls:</p> <p>a. Size of the stall : 2.5mtr (H) x 3 mtr(D) x 3mtr or 2mtr (W)</p> <p>b. Nos. : 35</p> <p>c. System: Octonorm panel/ply wall</p> <p>d. Carpeting</p> <p>e. Stall Fascia: Having name of the participating units and logo of NJB & Jute Mark India logo.</p> <p>f. Furniture & Fixture: Each stall will have the followings -</p> <p>(i) Octonorm system table/wooden table with tablecloth</p> <p>(ii) Chairs: 2 nos.</p> <p>(iii) Waste paper Basket - 1no.</p> <p>(iv) LED Tube light/ LED Bulb /LED Spot light - 3 nos per stall</p> <p>(v) Electric plug point - 1no.</p>	NA	35		
8.	<p>NJB Office :</p> <p>Size : 2 nos. of 3mtr x 2 mtr stall combined together with carpeting and adequate shelves for displaying including podiums.</p> <p>a. System: Octonorm syma panel/ply wall</p> <p>b. Fascia: Logo, National Jute Board</p> <p>c. Furniture:</p> <ul style="list-style-type: none"> ➤ 3 seater Sofa set – 2 nos. ➤ 1 seater Sofa set – 2 nos. ➤ Centre Table with Glass Top - 1no. ➤ Waste paper Basket - 1no. ➤ Wi-Fi Connectivity in the Pavilion <p>d. Promotional Jute Slogan printed in flex to be covered inside the wall of The NJB office (6ft x 1ft): 10nos.</p> <p>d. LED Light: 6nos</p> <p>e. Plug Point: 2nos. (Excluding Pedestal fan point)</p> <p>f. Pedestal Fan: 1no.</p> <p>h. Plastic molded arm chair - 30 nos.</p>	Lum psu m	02		
9.	<p>General Lighting/ Fan/ Exhaust Fan in the entire NJB Pavilion</p> <p>(a) LED Tube light/ LED Bulb /LED Spot light @ 9 watt in each stalls and NJB Office</p> <p>(b) LED Metal @ 50 W in the passage inside the Jute Pavilion</p> <p>(c) LED metal light (400 W)-proper lighting of front fascia</p> <p>(d) Exhaust Fan (Big) – 500W</p>	Nos.	100pcs		
		Nos.	30 pcs		
		Nos.	12 pcs		
		Nos.	06 pcs		
10.	<p>Gate (Entrance & Exit) :</p> <p>Collapsible gate 8ft x 6ft with provision/arrangement for lock and key</p>	Nos.	2		
11.	<p>Flower Pots</p>	Nos.	25		

12.	Power Backup: Environment friendly DG set of adequate power with fuel and operator during installation/fabrication/setting up work of the NJB Pavillion where no power supply available in the Poush Mela ground and also to ensure regular and uninterrupted power supply throughout the fair days during power cut.	Lum psu m	01		
13.	Maintenance and Cleaning : Maintenance and Cleaning of NJB Pavilion/ Stalls specially the floor area for all days of the event round the clock.	SFT	5000 (approx.)		
14.	Security : 01 Guard at the entry and 01 Guard at the exit points during the exhibition period and 2 Guards during night time.	Lum psu m	01		
15.	Fire Safety Measures : Portable fire extinguisher at different location inside the Hall as well as spraying of Fire Retardant spray inside the Jute Pavilion as per the prevalent Fire Safety norms of the Santiniketan Trust with the aide of Empanelled Fire & Safety Agencies of Fire Department, Bolpur , Birbhum at the cost of the selected Tenderer	Lum psu m	01		
16.	Inaugural Arrangement <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 ➤ Provision of Drinking water (Adequate Quantity) during the Event period for the participating Jute Units only. ➤ Provision of crockery, glass, plate and paper cups in adequate quantity along with tea and Snacks for the VIP's and Dignitaries on the Day of inauguration ➤ Arrangement of Visitor Book ➤ Arrangement of 5-6 nos. flower Bouquet ➤ Arrangement of Inaugurator as per advice of NJB officials and one Car on the day of Inauguration of the event. ➤ Arrangement of ushers/stall boy on Inauguration Day and one dedicated Stall Boy for the remaining day of the event. 	Lum psu m	01		

Total Rs
Add applicable Tax: _____
(.....%)

Total Rs.....
Signature and Stamp of the Agency

NOTE

- i) The area will be available at least 2 -3 days before the Poush Mela and should be dismantled within 24 hours after the exhibition is over
- ii) The selected agency will coordinate with the Local Administration / Municipality for obtaining Permission for organizing the Poush Mela . 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 constant.
- viii) 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**

Indicative Layout for reference:



