

NATIONAL JUTE BOARD
MINISTRY OF TEXTILES, GOVT. OF INDIA,
3A, & 3B, PARK PLAZA, 71, PARK STREET, KOLKATA – 700 016

TENDER NOTICE

TEXTILES INDIA 2017
NJB'S PAVILION AT HALL NO. 9, MAHATMA MANDIR, GANDHINAGAR

Sealed tenders are invited by the Secretary, National Jute Board (NJB) from Fabricator/Interior Decorators/Industrial Exhibitors of repute with good financial standing for Design, Fabrication, Decoration and setting up of NJB's Stalls and Theme Area at Hall No.9, Mahatma Mandir, Gandhinagar, Gujarat, at Textiles India 2017, at hall no. 9, Mahatma Mandir, Gandhi Nagar, Gujarat during 30th June to 2nd July, 2017. Tenders are to be submitted in a sealed cover superscribed as "TENDER FOR NJB PAVILION AT TEXTILES INDIA, 2017" addressed to the SECRETARY, NATIONAL JUTE BOARD, 3A & 3B, Park Plaza, 71, Park Street, Kolkata-700016.

Tenders will be received upto 15.00 hrs. of 14th June, 2017 and opened at 16.00 hrs. on 14th June, 2017 at NJB's Head Office at 3A & 3B Park Plaza, 71, Park Street, Kolkata-700 016.

The Board reserves the right to reject any or all the tenders without assigning any reason/s whatsoever.

The tenders will be received through post / courier and considered if received before the scheduled date and time. The tenders may also be dropped in the Tender Box kept for the purpose at National Jute Board (NJB), 3A & 3B, Park Plaza, 71, Park Street, Kolkata-700 016.

A. SUBMISSION OF TENDER:

The following points may be noted while submitting the Tender Document:

I. The Tender will be submitted in 2 (two) separate sealed envelopes superscribed as:

Packet A: Qualifying Bid (Credentials and Earnest Money Deposit)

Packet B: Financial Bid

The tenders should be submitted in two separate packets put into one packet superscribed as "TENDER FOR NJB PAVILION AT TEXTILES INDIA, 2017".

Packet A will be opened first, followed by the Financial Bids. Financial Bids will be opened only for the Tenderers who submitted the required Earnest Money Deposit and who have been found by the Tender Committee to be technically qualified.

II. Packet A -The technical qualification criteria shall include –

- i. Proof of the 3 years annual turnover. The average turnover for last 3 years should not be less than Rs. 50 lakhs per annum.
- ii. Aadhar Card Number of the applicant signing the bid.
- iii. Registration Certificate.
- iv. PAN Card number & latest Income Tax clearance certificate.
- v. Service Tax No. & Clearance Certificate.
- vi. Audited financial statements for last three years.
- vii. Experience in executing at least 3 (three) similar activities for fabrication and decoration of the pavilion/stalls of work order of Rs.10.00 lakh or more each, during last three years.
- viii. Copies of work orders and satisfactory completion certificates to be enclosed.

- III. CRITERIA FOR EVALUATION OF BIDS – Strictly as per the criteria of minimum qualification as mentioned at A.II above and the price competitiveness i.e the financial bid submitted by the agency.
- IV. DATE OF SUBMISSION: Upto 15.00 hrs. of 14th June,2017
- V. DATE OF OPENING OF TENDER: At 16.00 hrs. of 14th June,2017.
- VI. PLACE OF SUBMISSION & : NATIONAL JUTE BOARD (NJB), 3A & 3B, PARK
OPENING OF TENDERS PLAZA, 71, PARK STREET, KOLKATA – 700 016

B. INSTRUCTIONS FOR THE TENDERER

1. This tender is for the purpose of Supplying, Fabricating, Erecting, Decorating & Fixing all materials in NJB's Stalls and Exhibition Area at Hall No.9, Mahatma Mandir, Gandhinagar, Gujarat, at Textile India, 2017, during 30th June to 2nd July, 2017 as mentioned in the Scope of Work, design and drawing.
2. The tender shall be submitted in two sealed packets as follows:-

Packet A: Qualifying Bid

- a. Earnest Money deposit of Rs. 30,000/- (Rupees Thirty thousand only) in the form of Demand Draft in favour of "NATIONAL JUTE BOARD" payable at Kolkata.
- b. All supporting documents mentioned in the above said Technical Eligibility Qualification as detailed in A II above.
- c. The Tenderer should submit a letter conforming that it has understood all the terms and conditions of the assignment, and undertakes to abide by all the terms and conditions detailed in the Tender document.
- d. All Tenderers should submit an undertaking that they have never been blacklisted by any Govt. of India, Ministry/ Deptt./ authority/ organization/ agency. The Tenderer will also make an undertaking to the effect that they have complete infrastructure for executing the job of exhibition / decoration as required for Textiles India 2017. The format is annexed at **Annexure-I**.
- e. Every page of bid should be signed with Company seal.

Packet-B: Financial Bid

- a. Tenderer will submit the Financial Bid as per format given in **Annexure-II**.
- b. The quotation with rates and amounts filled up neatly without any overwriting or corrections.
- c. The total amount shall be written in both figures and words.
- d. Every page of bid should be signed with Company seal.

3. Other important points to note for submission of tender:

- a. Construction of display area shall be as per the approved plan, design, drawings and specifications enclosed. It is contractor's responsibility to display all supplied items and the items mentioned in the plan as per the drawing submitted and instructions given at site.
- b. All items of work to be executed on hire charge basis or net on salvage value basis, as applicable.
- c. The tenderer may have to provide the client with the Analysis of Rates, which they will quote, if demanded.
- d. The successful tenderer will be asked to make security deposit of 10% of the tendered amount on awarding the job. The earnest money deposited by the successful Tenderer will be converted into security deposit. The balance amount of security deposit will have to be deposited in form of a demand draft as an acceptance to the work order. The Earnest money

deposit of unsuccessful Tenderer will be refunded within 15 days from the completion of the tendering process.

4. Selected Tenderer must take written approval of all materials as mentioned and their quantities from authorized representative of NJB before execution of the job. It is in the interest of the Contractor to obtain the written approval from NJB, so as to avoid any deduction for low quality materials used in the job from the final Bill.
5. The selected Tenderer will have to take written permission from NJB for any change in work/job from the Schedule, Drawings. Approved Drawings, written or verbal instructions, before execution. For deviation from such documents and instructions without consent of the Board / Architect, deduction will be made at double the item rate of the Board's own estimate or double the quoted rate, whichever is higher.
6. The Contractor will be provided with Board's terms and conditions set for the participants, their names and also the officers of the Board designated for the purpose.
7. The Contractor shall keep at least one person at the designated office space within the pavilion for communication with the Board. The name and telephone no. of the appointed person are to be notified to the Board prior to the commencement of the job.
8. Completion and Handing Over:
The stall area of the pavilion should be completed and handed over to participants on 28th June 2017 at 9.00 AM. The full pavilion including theme should be completed and handed over to NJB on 29th June, 2017 at 10.00 P.M. In case of failure to hand over the job complete in all respect within the stipulated time, deduction at the rate of Rs. 20,000/ PER HOUR OF DELAY will be made from the final bill.
9. All the materials, furniture, stores, etc. used for the show are to be disposed off / removed and cleared from the site by the Contractor, within 12 hours after the fair is over.
10. The contractor will be required to obtain report of a joint inspection, to be conducted by designated officials of NJB and the Contractor. The Report will record the satisfactory completion by using approved material and satisfactory workmanship. NJB will deduct appropriate amount for non-conformity to the required materials and workmanship.

11. Scope of the work:

A. Scope of the Work for Entire Pavilion (except Theme Pavilion)

- i) The approved layout plan, design and drawings showing the entire pavilion is attached at **ANNEXURE -III**
- ii) 45 Nos Octonurm stalls (726 sq. mtr area appx.) with Maxima Fascia in the different size as per attached floor plan
- iii) Proper illuminations in the common passage and stalls area
- iv) Total area of pavilion is 81 mtr x 26 mtr
- v) Some area as mentioned hereunder will be excluded from the Scope of the Work for the entire Pavilion:
 - VIP lounge of 12 mtr. x 6 mtr
 - Raw Space no RS-01 of 48 Sq Mtr
 - Raw Space no RS-02 of 48 Sq Mtr
 - Raw Space no RS-03 of 48 Sq Mtr
 - Raw Space no RS-04 of 48 Sq Mtr
 - Raw Space no RS-05 of 160 Sq Mtr
 - Raw Space no RS-06 of 200 SqMtr
- v) Total passage area will be 810 sq. mtr. Approximately

vi) No. of stalls, size of the stall and facilities to be provided are as given below:

Size of Maxima Stalls	No of Stall	Facilities Provide to the stall
3 mtr. x 3mtr.	4 Nos.	3 level glass rack on all sides, 1 system table, 2 chair, floor carpet, 3 Spot Light & 2 Metal Light (150 watt.), 1 dustbin, 2 plug points, power connection, Facia & table branding: self adhesive vinyl pasting
3 mtr. x 4mtr.	18 Nos.	3 level glass rack on all sides, 1 system table, 3 chair, floor carpet, 4 Spot Light & 2 Metal Light (150 watt.), 1 dustbin, 2 plug points, power connection, Facia & table branding: self adhesive vinyl pasting
3 mtr. x 5mtr.	5 No.	3 level glass rack on all sides, 2 system table, 5 chair, floor carpet, 5 Spot Light & 2 Metal Light (150 watt.), 1 dustbin, 2 plug points, power connection, Facia & table branding: self adhesive vinyl pasting
3 mtr. x 6mtr.	7 Nos.	3 level glass rack on all sides, 2 system table, 5 chair, floor carpet, 6 Spot Light & 4 Metal Light (150 watt.), 1 dustbin, 2 plug points, power connection, Facia & table branding: self adhesive vinyl pasting
3 mtr. x 7mtr.	1 No	3 level glass rack on all sides, 2 system table, 6 chair, floor carpet, 7 Spot Light & 4 Metal Light (150 watt.), 1 dustbin, 2 plug points, power connection, Facia & table branding: self adhesive vinyl pasting
3 mtr. x 8 mtr.	10Nos.	3 level glass rack on all sides, 2 system table, 6 chair, floor carpet, 8 Spot Light & 4 Metal Light (150 watt.), 1 dustbin, 2 plug points, power connection, Facia & table branding: self adhesive vinyl pasting
TOTAL:	45 Nos.	

- viii) Construction of above said Maxima fascia Octonorm Stalls as per size mentioned
- ix) Fascia and table branding: self adhesive vinyl pasting as per design provided
- x) System Table, Chair, Illumination, Plug points etc are as mentioned above
- xi) Illumination on passage area: Around 50 metal light (150 watt) will be required for passage area
- xii)** Jute Carpeting on passage (810 sq. mtr. approx.) & stall areas (726 sq. mtr. approx.) as per attached sample photo in **Annexure - V**.
- xiii) Supply of additional requirement as Table, Chair, Sofa, Centre table, brochure rack, Plasma TV, additional plug point etc to stalls on the basis of fixed rate as per need basis.
- xiv) Power connection to all stalls and all Raw space (as per Attached floor plan) – Annexure III.
- xv) Provide fire extinguisher – minimum 20 pcs and as per statutory requirements.
- xvi) Cleaning of the pavilion during the entire period of the event.
- xvii) Covering the permanent pillar by jute wrapper and jute decorative items as per floor plan & design.
- xviii) Arrangement for Office of NJB:
 - i) Sofa Set - Two - five seaters
 - ii) Computer set + Printers, wi-fi connections with seating arrangement and tables
 - iii) Pantry arrangement

B. Scope of The Work for Theme Pavilion at Raw Space no RS-05 (as per attached design):

- a. The layout, design and drawings are attached at **ANNEXURE - IV**
- b. Total area of pavilion is 20 mtr x 8 mtr (160 sq mts appx.)
- c. 4” raised wooden platform with jute carpet (as per drawing)
- d. Construction of pavilion include Wooden construction with jute wrapping
- e. 2 big display rack including LED wall- total size is 10 mtr x 3 mtr
- f. 2 small display rack in the size of 1.5mtr x 1.5mtr x 8’ height each
- g. Sufficient illumination for the pavilion with LED spot lights, metal lights etc
- h. 1 totem 1.2 mtr x 3mtr
- i. 4 nos chair set with 2 reception counter
- j. 1 VIP lounge include 2 double sofa & glass top centre table
- k. 20 nos backlit panels in the size of 3’x5’ each
- l. Sufficient illumination for the pavilion with LED spot lights, metal lights etc
- m. 1 LED wall TV in the size 12’x 8’ with laptop and operator
- n. 2 nos mannequins
- o. 2 nos brochure stands
- p. Arrangement for rotating of jute wrapped globe (as per design) in a raised platform, where globe size is 750 mm radius
- q. Sufficient plug points
- r. Arrangement of 4 hostess with proper dress code
- s. Sufficient plant tubs,
- t. Sufficient flower bouquet, table bouquet etc in daily changing basis
- u. Furniture like wardrobe, bed, chair, table etc for displaying the jute diversified applications as per design attached
- v. Supervision during the fair and Standby electrician and carpenter during the fair period
- w. Full cleaning of the pavilion during fair period
- x. Backlit panels – more or less 24 pcs
- y. Jute applications will be provided by NJB, Contractor will be responsible for proper displaying of applications and fitting as per design

12. Payments:

- a. Bill shall be raised for scrutiny for every stage of payment
- b. 20% of the tendered amount along with the Work Order.
- c. 80% within 14 days of submission of bill.
- d. Additional charges for extra items shall be submitted along with Analysis of rates for the same before execution of the job. The rates for extra items decided by NJB shall be final and is to be accepted by the Contractor.
- e. The final Bill should be raised just after handing over the pavilion and the total quantity of the various items used should be certified by the official of NJB. The final bill not accompanying the joint measurement certificate will not be considered for further processing.

- 13.** NJB reserves the right to verify and information furnished by the tenderer and/or to cause any inspection, if deemed necessary, NJB does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason/s whatsoever.

Secretary, National Jute Board

To be provided on 'Company letter head'

To
The Secretary
National Jute Board
Ministry of textiles
Govt. Of India
71, Park Street, 3rd Floor, Park Plaza, Kolkata - 700 016

Sir,

This has reference to the NJB's Tender No. dated for appointment of Agency for installation of stalls at National Jute Board Pavilion In Textile India,2017, at Mahatma Mandir, Gandhi Nagar, Gujarat during 30th June to 2nd July,2017. In this context, I/We, as an authorized representative(s) of agency, declare that presently our Company/ firm is having unblemished record and is not declared ineligible for corrupt & fraudulent practices, blacklisted either indefinitely or for a particular period of time, or had work withdrawn, by any State/ Central government/ PSU.

Further this is to undertake that we have complete infrastructure for executing the job of exhibition / decoration as required for Textiles India 2017 at

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Name of the Tenderer:

Authorized Signatory:.....

Name:

Seal:

Date:

Place:

To be provided on 'Company letter head'

To
 The Secretary
 National jute board
 ministry of textiles
 Govt. Of India
 71, Park Street, 3rd Floor, Park Plaza, Kolkata - 700 016

Sub: FINANCIAL BID FOR NJB PAVILION AT TEXTILE INDIA, 2017

Sir,

A. Costing for Construction of Pavilion

Sl No	Description	Amount Rs.
1	Installation of 45 stalls as per scope of work at para 11 with all facilities, Carpeting of passage area with proper illumination, cleaning etc as per scope of the work	
2	Construction, fabrication, required material supply etc for Theme Pavilion as per scope of work and attached design	
3	Applicable Service tax	
	Total TENDERED AMOUNT	
	(Rupees.....)	

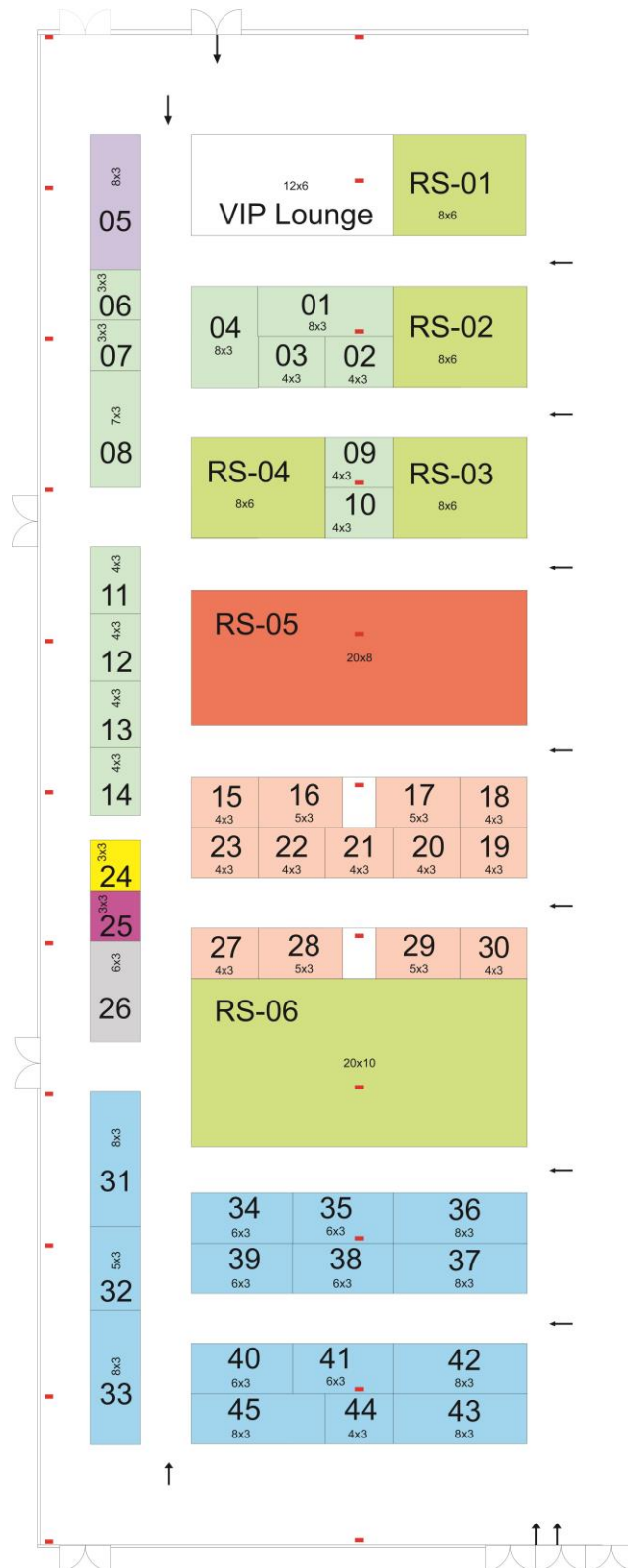
B. Hiring rate / price for additional materials (not included in bid amount)

Sl No	Items	Per Unit Rate Rs.
1	Plug point	
2	Spot light	
3	150 Watt metal light	
4	System table	
5	Chair	
6	42" Plasma TV	
7	Backlit Panel of 18 sqft	
8	Brochure stand	
9	Sofa Set with Centre table	
10	Branding requirements of the pavilion:	
	Flex Print with Iron frame rate per sq/feet	
	Vinyl print pasted on sunboard rate per sq/feet	

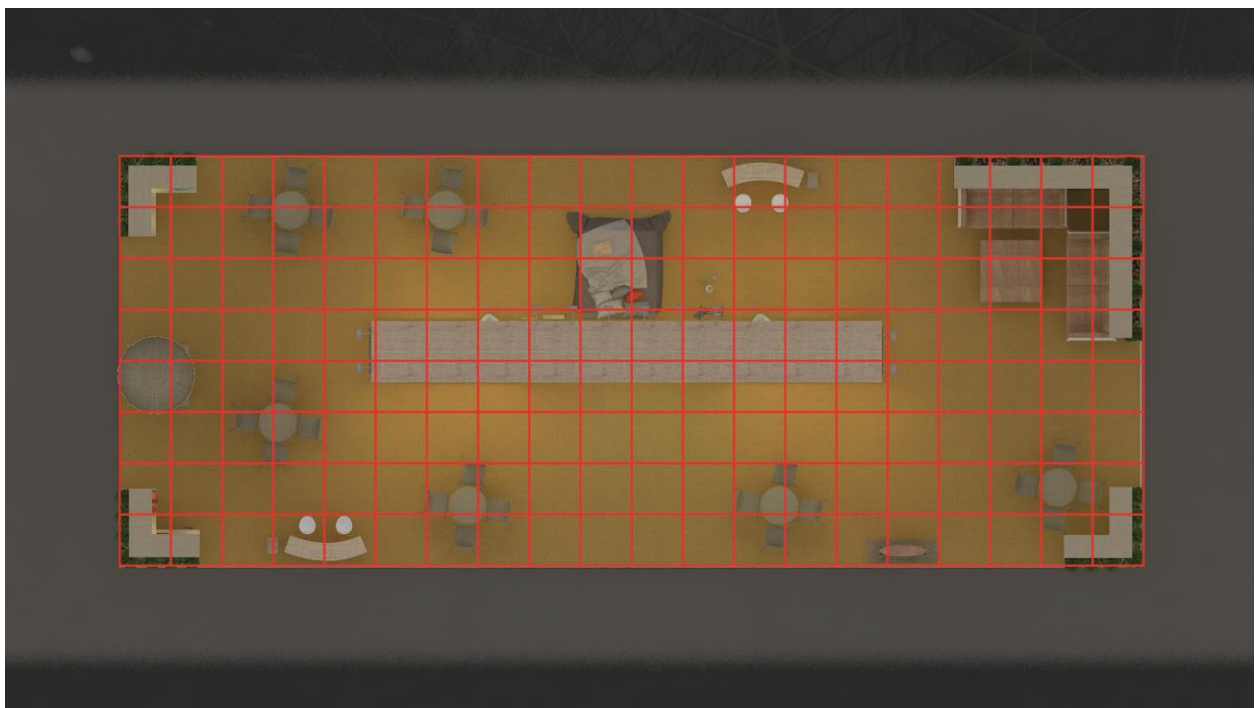
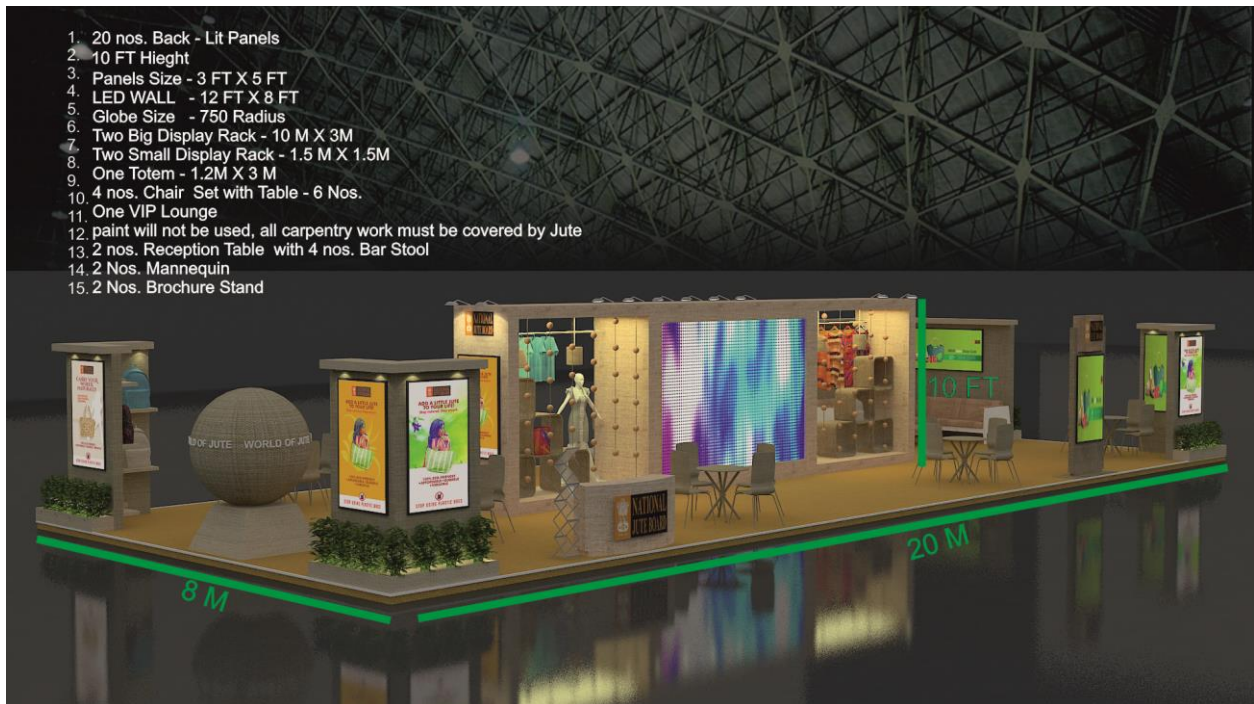
Signature of Bidder with Seal

STALL LAYOUT, DESIGN & DRAWINGS OF ENTIRE PAVILION (except Theme Pavilion)

FLOOR PLAN



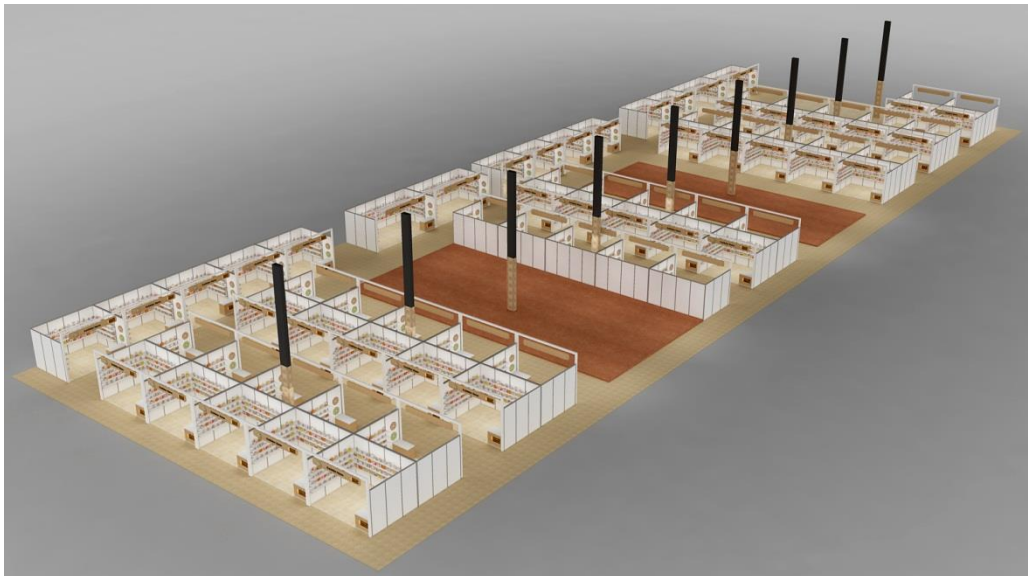
STALL LAYOUT, DESIGN & DRAWINGS OF ENTIRE PAVILION (except Theme Pavilion)



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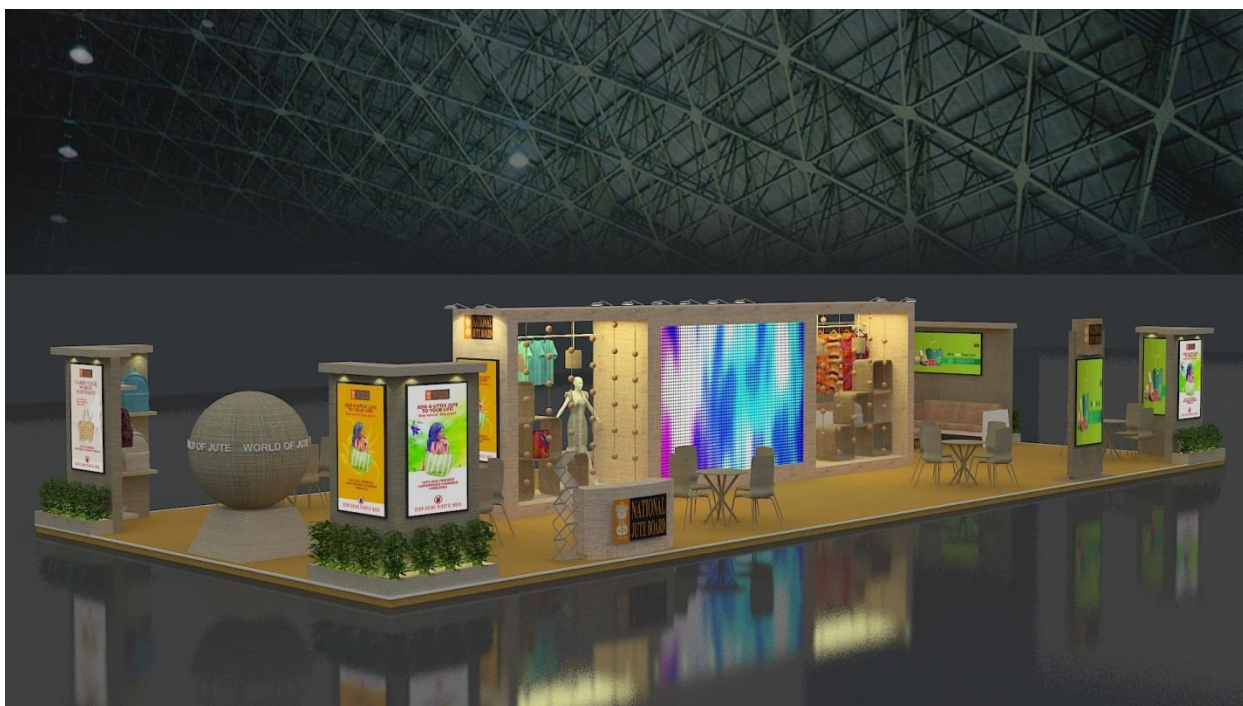
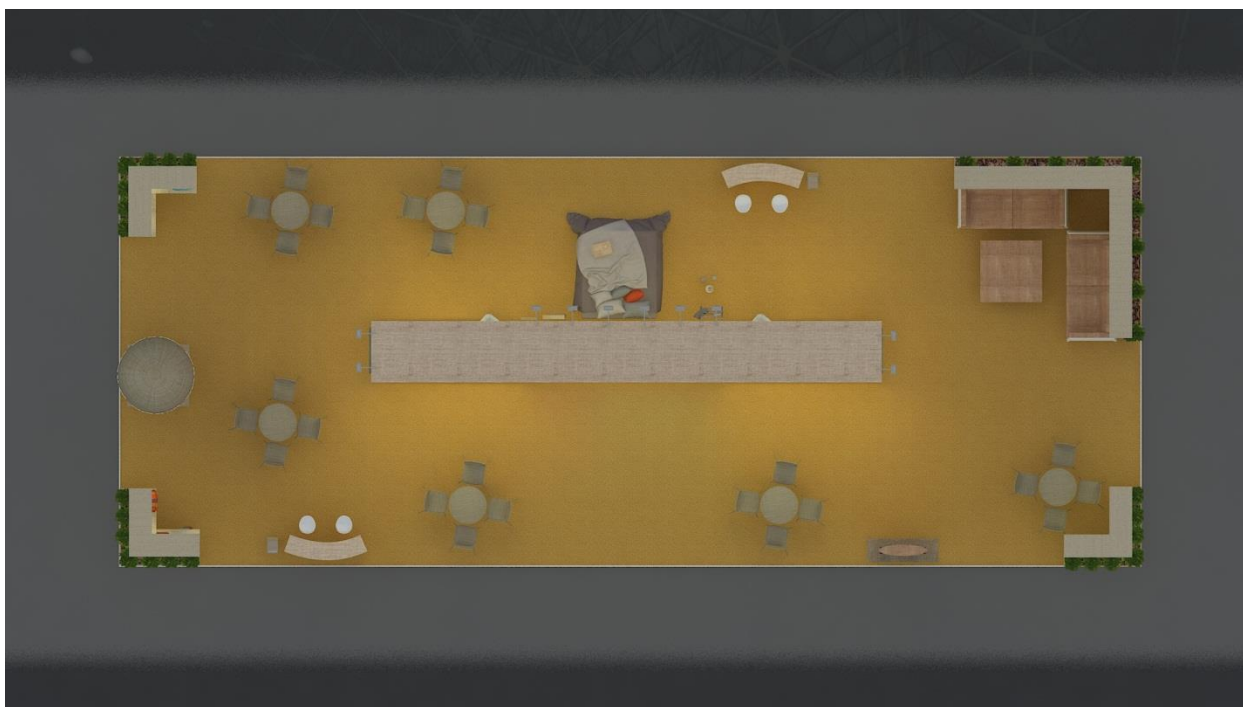
STALL LAYOUT, DESIGN & DRAWINGS OF ENTIRE PAVILION (except Theme Pavilion)



STALL LAYOUT, DESIGN & DRAWINGS OF ENTIRE PAVILION (except Theme Pavilion)



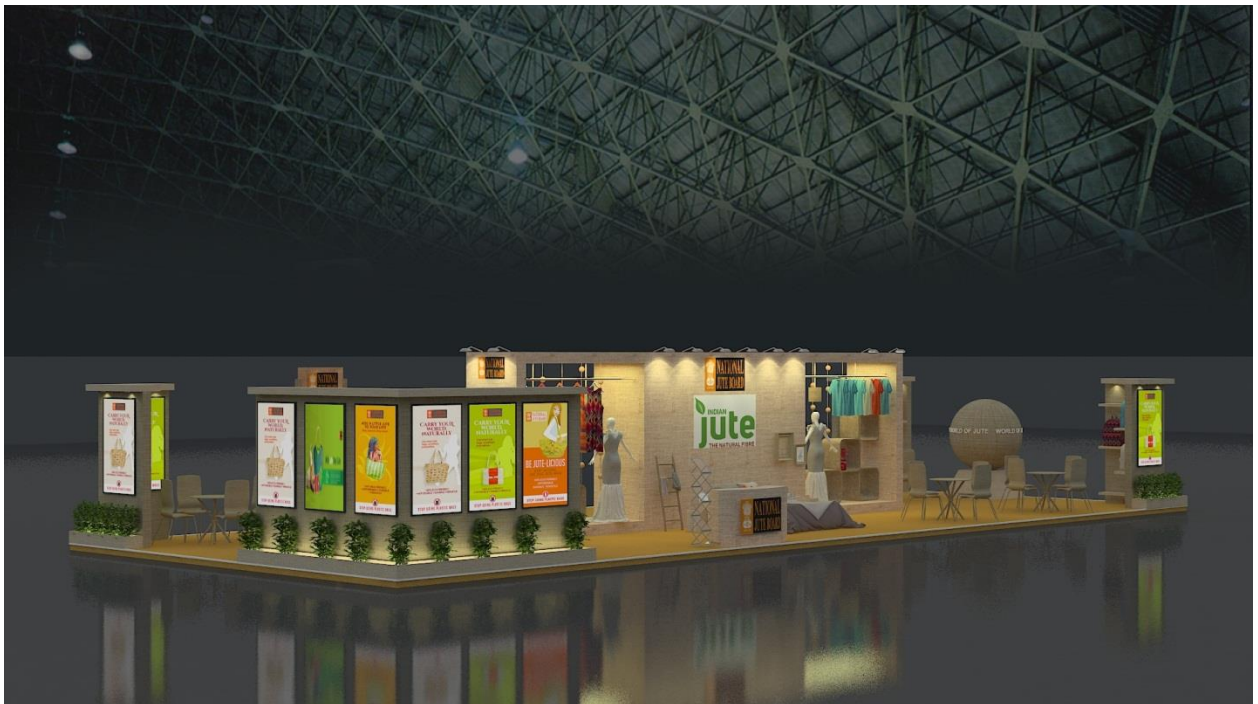
LAYOUT, DESIGN & DRAWINGS OF THEME PAVILION



LAYOUT, DESIGN & DRAWINGS OF THEME PAVILION



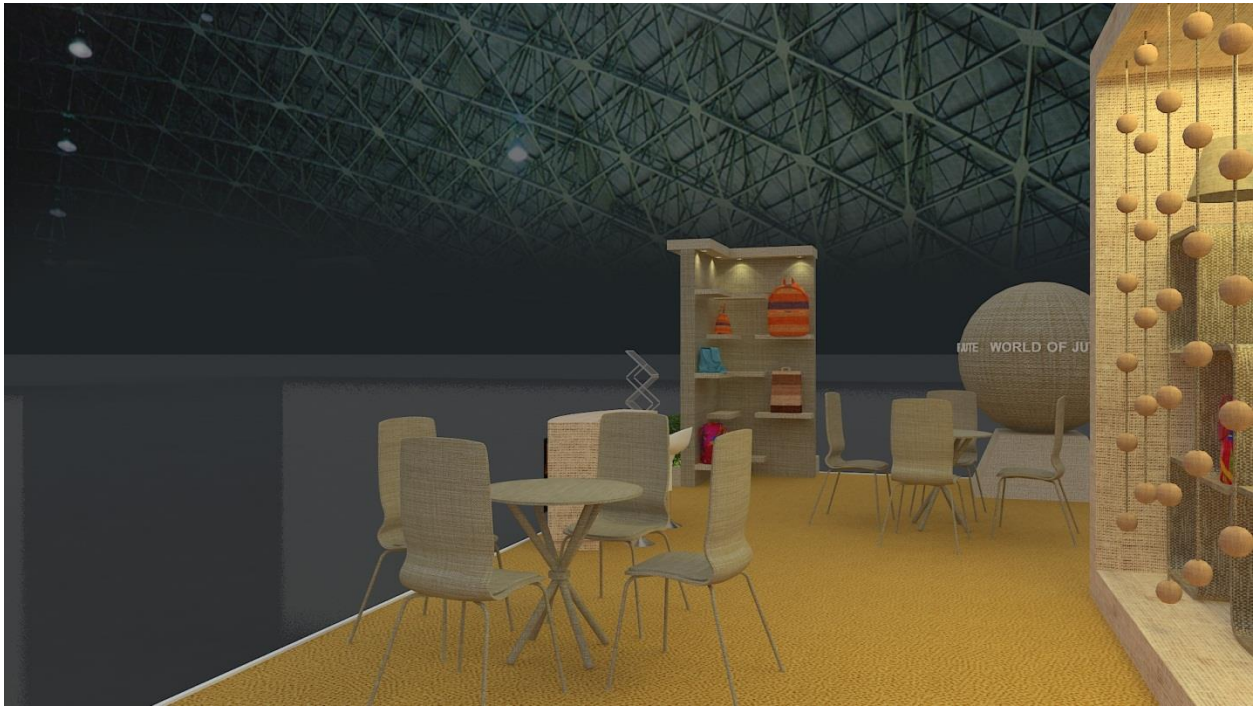
LAYOUT, DESIGN & DRAWINGS OF THEME PAVILION



LAYOUT, DESIGN & DRAWINGS OF THEME PAVILION



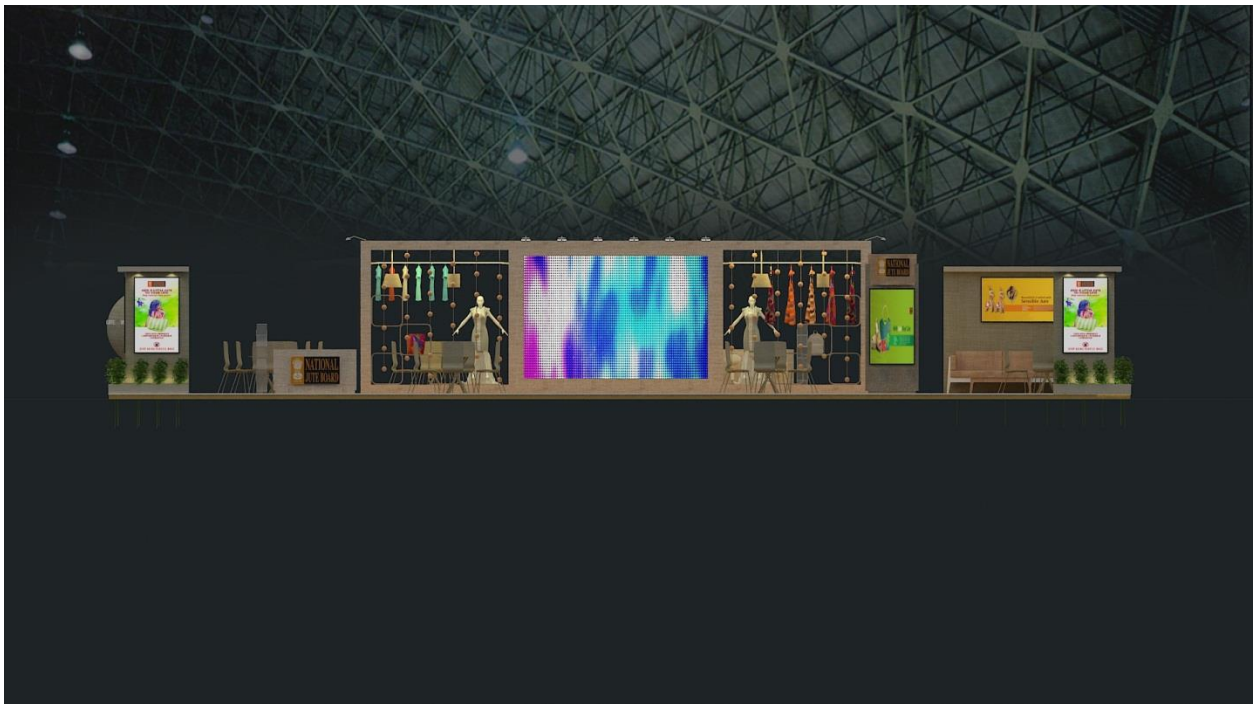
LAYOUT, DESIGN & DRAWINGS OF THEME PAVILION



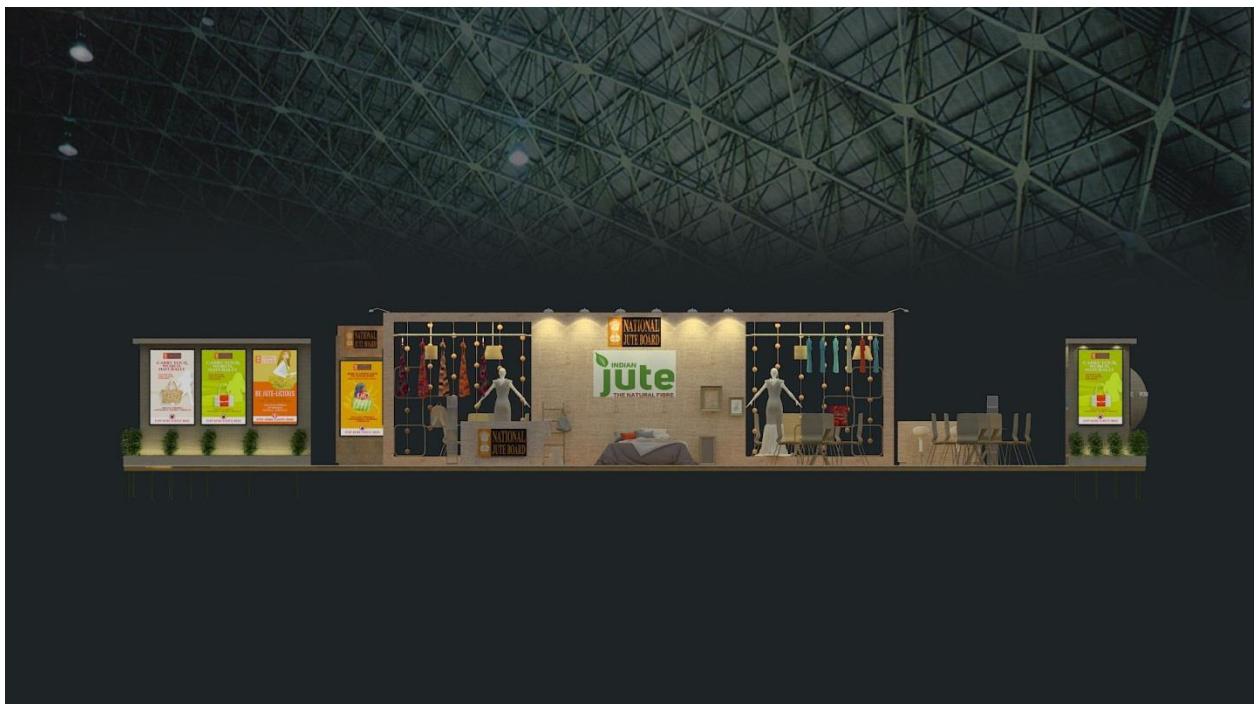
LAYOUT, DESIGN & DRAWINGS OF THEME PAVILION



LAYOUT, DESIGN & DRAWINGS OF THEME PAVILION



LAYOUT, DESIGN & DRAWINGS OF THEME PAVILION



A) Selected Options for the Carpet for Jute Carpetting on passage Area:

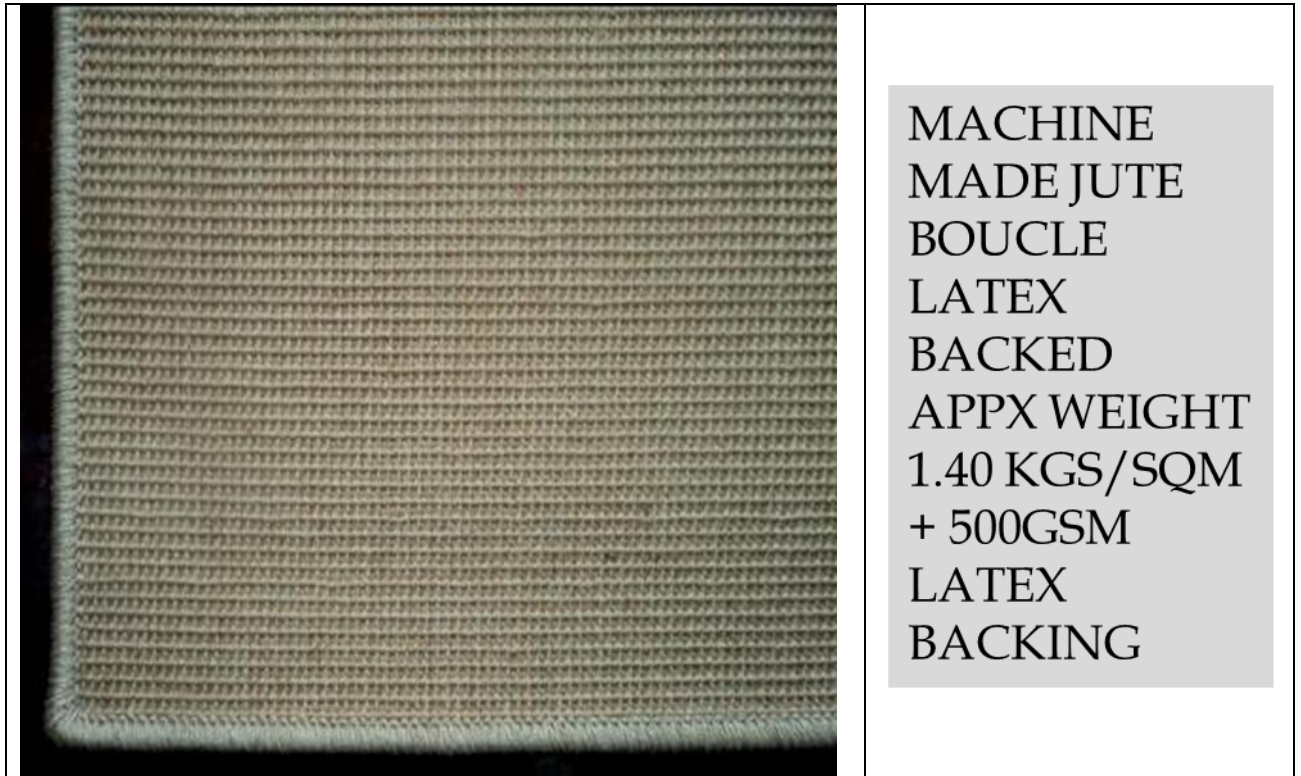
(1)



2.



B) Selected Options for the Carpet for Jute Carpetting on Stall Area:



B) Selected Options for the Carpet for Jute Carpetting on Theme pavilion Area:



Jute Tiny Diamond