



## NATIONAL JUTE BOARD

Ministry of Textiles, Govt. of India Patsan Bhawan  
5<sup>th</sup> & 6<sup>th</sup> Floor, Street No. 175, Plot No. 6/1 CF Block,  
Action Area – 1, New Town Kolkata – 700 156  
Email: [jute@njbindia.in](mailto:jute@njbindia.in)

**NIT No. 26/NJB/ MD/Jute Fair Siliguri/Tender/2024-25**

**Date: 14.03.2025**

### **TENDER NOTICE**

Sealed Tenders are invited by the **Secretary, National Jute Board (NJB), Patsan Bhawan, 5<sup>th</sup> & 6<sup>th</sup> 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/Stalls at City Centre, Siliguri, Matigara, Siliguri, West Bengal - 734010.

#### **Details of tentative venue & date of the Jute Fair :**

- (a) **Venue :** City Centre, Siliguri, Matigara, Siliguri, West Bengal - 734010  
(b) **Date :** 26<sup>th</sup> March – 3<sup>rd</sup> April 2025

#### **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 tenders.
- 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 (EMD) @ Rs. 10,000/- (Rupees Ten Thousand only)** through Online Payment/Demand Draft/ Cheque 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 2023-24 (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 Jute Fair, Siliguri, West Bengal.
- ii. Packet 'B' of the qualified agencies 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: 20<sup>th</sup> March 2025 (Thursday) at 13.00Hrs**

3. Agencies interested to participate in the tender are advised to submit the tender for Jute Fair Siliguri 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 Jute Fair Siliguri at City Centre, Siliguri, Matigara, Siliguri, West Bengal - 734010**" addressed to "The Secretary, National Jute Board, Kolkata", Address: Patsan Bhawan, 5<sup>th</sup> & 6<sup>th</sup> Floor, Street No. 175, Plot No. 6/1, CF Block, Action Area - 1, New Town, Kolkata – 700156.
4. **Opening of Tender: 20<sup>th</sup> March 2025 (Thursday) at 15.00 Hrs at NJB's Head Office** at Patsan Bhawan, 5<sup>th</sup> & 6<sup>th</sup> 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**.

**GENERALCONDITIONS**

- i. Rules and regulations of City Centre Authority at Siliguri should be strictly followed at site.
- ii. All necessary NOC / Permission from the Local District Administration Siliguri 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. Dept will be reimbursed.
- iii. 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.
- iv. The allotted area will be available for erection of stalls, etc. one day before the commencement of the Jute Fair.
- v. 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.
- vi. 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.
- vii. All disputes are subject to Kolkata jurisdiction only. Dispute, if any, shall be settled mutually or arbitrator to be appointed by the Head-MP&SI, NJB at Kolkata, West Bengal.

**Annexure-I**

**(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 WITHIN THE PREMISES OF CITY  
CENTRE SILIGURI, WEST BENGL TENTATIVELY FROM 26<sup>th</sup> Mar – 3<sup>rd</sup> April 2025**

**Tentative Bill of Quantities (BOQ)**

- Jute Fair in an Open Area (Approx 3500 sqft. or more.) inside the City Centre, Siliguri, West Bengal
- Jute Fair Duration: 26<sup>th</sup> March – 03<sup>rd</sup> April 2025
- Requirement, Date, Venue and activities/Quantities are tentative and subject to change.

<b>Sl. No.</b>	<b>Schedule of Items</b>	<b>Unit</b>	<b>Quantity</b>	<b>Rate (Rs)</b>	<b>Amount (Rs)</b>
1.	<b>Open Space- Approx 3500 sqft. or more</b> Metal Hanger / Bamboo Structure with wall cover and Stalls to be constructed /fabricated upon 6” raised wooden platform (approx.3500 sq.ft or more ) Ceiling and inner wall to be covered by white cloth. Outer portion of the pavilion including roof and outside wall to be covered by water resistant tarpaulin and outside portion of tarpaulin by fabric to maintain the aesthetic look of the Jute Pavilion in the premise. The entire floor area including entrance / exit portion to be carpeted by good quality carpet. 2-4 Nos. of gate to be constructed as per requirement.				
2.	<b>Fabricated Stalls:</b> a. Size : 3mtr x 3mtr b. Nos : 20 nos. c. System: Octonorm/Symapanel d. Carpeting e. Stall Fascia : Having name of the participating units and logo of NJB f. Furniture & Fixture: Each stall will have <ul style="list-style-type: none"><li>➤ Sale Counter Table - 2nos. 3ft(L) x 1.5ft (w), with table cloth</li><li>➤ Chairs- 2 nos.</li><li>➤ Waste paper Basket– 1 no.</li><li>➤ LED Light – 6 nos.</li><li>➤ Electric plug point–1no.</li></ul>	NA	20		

3.	<p><b>NJB Office:</b>  Size : 2 nos. of 3mtr x 3mtr stall combined together with carpeting and adequate shelves for displaying including podiums.</p> <ol style="list-style-type: none"> <li>a. System: Octonorm syma panel</li> <li>b. Fascia : Logo, National Jute Board</li> <li>c. Furniture: <ul style="list-style-type: none"> <li>➤ 3seater Sofa set – 2 nos.</li> <li>➤ 1seaterSofaset – 2nos.</li> <li>➤ Centre Table with Glass Top – 1no.</li> <li>➤ Waste paper Basket-1no.</li> <li>➤ Wi-Fi Connectivity in the Pavilion</li> </ul> </li> <li>d. Promotional Jute Slogan printed inflex to be covered inside the wall of the NJB office (6 ft x 1 ft) :10 nos.</li> <li>e. LED Light: 5 nos.</li> <li>f. Plug Point: 2 nos. (Excluding pedestal fan point)</li> <li>g. Pedestal Fan: 1 no.</li> </ol>	Lumpsum	02		
4.	<p>Arrangement of Fascia (As per requirement) :</p> <ol style="list-style-type: none"> <li>(a) Preparation of artwork, printing, Fabrication &amp; 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. 300sq.ft. The Fascia, Pillars, Box Gate should be fabricated on wooden frame covered with flex (Artwork to be approved by NJB)</li> <li>(b) Proper lighting of the fascias including the side fascia, Pillar, Box Gate with white Halogen Light (400W) (in adequate number).</li> <li>(c) Arrangement of 10 standees (Art Work to be approved by NJB)</li> </ol>	Lumpsum			
5.	<p>General Lighting/ Fan in the Hall</p> <ol style="list-style-type: none"> <li>(a) Tube Light/ LED Light–Adequate nos.</li> <li>(b) Halogen Light (white)-400W–Adequate nos.</li> <li>(c) Fan to each stall</li> </ol>	Lumpsum			
6.	<p>Maintenance and Cleaning of NJB Pavilion/Stalls for all days of the event:</p> <ol style="list-style-type: none"> <li>i. Proper maintenance and cleaning of the NJB Pavilion round the clock</li> </ol>	Lumpsum			
7.	<p>Fire Safety Measures : Portable fire extinguisher at different location inside the Hall as per the Fire Safety norms.</p>	Lumpsum			
8.	<p>Security: 2 guards at the entry and 2 guards at the exit points during the exhibition period and 4 guards during night time.</p>	Lumpsum			

9.	<p>Inaugural Arrangement:</p> <ul style="list-style-type: none"> <li>➤ Floral decoration</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> <li>➤ Provision of crockery, glass, plate and paper cups in adequate quantity along with arrangement of tea and snacks for the VIP's and Dignitaries on the day of inauguration</li> <li>➤ Arrangement of Visitor Book</li> <li>➤ Arrangement of 2-3nos. flower Bouquet</li> <li>➤ Arrangement of Inaugurator as per advice of NJB officials and Car on the day of Inauguration of the event.</li> <li>➤ Arrangement of ushers/stall boy on Inauguration Day and one stall boy for balance day of the event.</li> </ul>	Lump sum	01		
10.	DG set of adequate power to ensure regular and uninterrupted power supply throughout the fair days	Lumpsum			

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 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) In case postponement of the event due to 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 day 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**