



NATIONAL JUTE BOARD

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

NIT No 5/NJB/ POUCH MELA / Tender/2018-19

Dt. 20.11.2018

TENDER NOTICE

Sealed tenders are invited by the **Secretary, National Jute Board (NJB), 3A& 3B, Park Plaza, 71, Park Street, Kolkata-700 016** from Fabricator/ Interior Decorators / Industrial Exhibitors of repute with good financial standing for Design, Fabrication, Decoration and setting up of NJB's Pavilion at Poush Mela, 2018 in Santiniketan , Bolpur West Bengal quoting per square feet rate for design , fabrication & setting up of NJB's Jute Pavilion at Poush Mela Ground (Probable Date 23rd - 28th December, 2018) at Mela Ground Shantiniketan for an approximate area of 5000 square feet at Pous Mela Ground , Santiniketan .

SCOPE OF WORK:

1. The jobs involve building of Super Structure with wood, bamboos with waterproof roofing, fascia (front) by wooden frame covered, painting, floor matting , colouring including vinyl cut-out lettering, platform, false ceiling, inside walling, outside walling, etc. at the open exhibition area measuring 5000 square feet approximately (**Measurement 150 ft. length - frontage x 35 ft. depth approx**) at the Poush Mela, Santiniketan, allotted by the Mela authority.
2. The probable dates of the exhibition is 23rd to 28th December, 2018. The job also involves fabrication of 40 (approximate) temporary stalls/enclosures of more or less 80-100 sq. ft. (approx) each for sales arrangement plus provision of office etc. at the earmarked area, along with tables, chairs, display aids, waste paper boxes, installation of Generator sets, providing stall boys, security guards etc. (to be dismantled on conclusion of the exhibition). The probable 2D Facia of the Front portion (150 Ft.) of last year is enclosed for your reference please.
3. Provision for lights/electrical fittings inside and outside the pavilion ,stalls, gate, etc. as per requirements including firefighting arrangements as will be required, along with carpeting for the passage of the pavilion & carpeting of the office may also be kept in view in working out the consolidated rate (inclusive of all taxes). The allotted area will be available for erection of stalls, etc. from 2 days before the start of the event.
4. Necessary precautions on Fire and Safety to be arranged by the tenderer at their cost.

OTHER DETAILS

1. Tenders will be received up to 13-00 hrs. of **10th December, 2018 (Monday)**and opened at **15.00 hrs. on the same day ie on 10th December, 2018** at NJB's Head Office at 3A & 3B Park Plaza(3rd Floor) , 71 Park Street, Kolkata - 700 016 in the presence of the tenderers. Tenderers to note this and be present at the time of opening of tenders. No separate intimation will be given for.. 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 700016.

2. Tenderers should deposit Earnest Money deposit of Rs 10,000 in the form of DD/Banker's Cheque / Pay Order /NEFT in favour of **National Jute Board , UCO BANK, CA NO "07030210001233" IFC Code UCBA0000703** and the successful bidder should deposit Performance Security Deposit @ of 5% of the Value of the tender valid for a period of Sixty days.

3. The details of the tender are given in NJB website www.jute.com which the tenderer should read carefully before submitting tender.

Interested parties are requested to submit/forward their tenders along with Earnest Money Deposit, design plan etc. quoting the all inclusive consolidated rate (inclusive of all taxes) for the total show to be executed on turnkey basis in a sealed cover super scribed as "**TENDER FOR POUH MELA,SANTINIKETAN , 2018-19**" to: "**The Secretary, NJB**" at the above address. The tenderer are required to submit their credentials of similar works executed in last three years along with tender papers and also copies of Trade License, PAN & Aadhar Card , GST & TIN No., Profession Tax deposit receipt challan for the current financial year, Registration Certificate , Audited financial statement for the last three years , IT Return for the last three years , etc. with necessary supporting documents, along with the Tender documents. Tenders not supported by the above information and documents sought, will be treated as invalid tenders.

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

NIT No 5 for NJB PAVILLION in POUISH MELA at Santiniketan, Bolpur, West Bengal,2018

**TENDER TIME SCHEDULE NJB PAVILLION / STALL CONSTRUCTION AT
POUSH MELA ,2018 SANTINIKETAN**

A Name of work:	Poush Mela, Santiniketan, Bolpur, 23-28 th December, 2018
B Estimated cost:	Rs. 5,00,000.00
C Earnest money:	Rs. 10,000.00
D Last date & time for issue of tender documents:	10 th December, 2018 at 1.00 noon
F Opening of tenders:	10 th December,2018 at 3.00 P.M.
G Place for issue of tender documents:	National Jute Board, 3A& 3B, Park Plaza, 71, Park Street, Kolkata 700 016.
H Place for submission of tenders:	National Jute Board, 3A & B, Park Plaza, 71, Park Street, Kolkata 700 016.
I Place for opening of tenders:	National Jute Board, 3A & B, Park Plaza, 71, Park Street, Kolkata 700 016.

Note: Tenderers or their representatives should be present during opening of tenders at the scheduled date and time.

GENERAL CONDITIONS

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1. Rules and regulations of Mela Committee i.e. Santiniketan Trust should be strictly followed at site.
 2. All necessary permission (for 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.
 3. Tenderer may visit the site and also see the floor design, indicative plan model of the NJB Pavilion,BOQ before quoting rates.
 4. The tender addressed to the Secretary, National Jute Board, 3A& 3B,Park Plaza, 71, Park Street, Kolkata-700016 should be submitted in Sealed Cover superscribed "TENDER FOR POUISH MELA SANTINIKETAN 2018-19"
 5. Tenders will have to be dropped only in the Tender Box kept for the purpose at the Board's Kolkata office.
 6. The tenderer or his authorised representative should be present during the opening of tenders.
 7. Tenderer shall submit copies of Trade License, PAN Card of the Firm & Aadhar Card , GST & TIN No., Profession Tax deposit receipt challan for the current financial year, Registration Certificate ,Audited Financial Statement for the last three years,IT Return for the last three years etc. with supporting documents and credentials of similar works executed in the last three years along with the Tender documents. Tenders not supported by the above information and documents sought, will be treated as invalid tenders.
 8. The rates should be item-wise. All rates should be inclusive of GST ,insurance charges, octroi charges and all other relevant charges. No alternative rates, terms and conditions should be mentioned in the tender. The tenderer will have to provide the analysis of the rate, which they will quote in the laid down items, as and when required.
 9. Contractor should take prior approval of all materials as mentioned and their quantities from NJB/Supervising Agency before executing the said job.
 10. If at the time of execution of work at site the Board thinks it necessary to incorporate any changes or add any extra item/s of work, the same shall have to be incorporated by the contractor only after obtaining written permission from NJB/Supervising Agency.
 11. Additional charges for extra items shall have to be submitted along with analysis of rates for the same before executing the job.
 12. All the items of work as laid down should be completed and the Pavilion be handed over to NJB designated officials /Supervising Agency stationed at Poush Mela. before starting of the mela i.e., on 22nd December, 2018 at 4 P.M.
 13. Fabrication of stalls/cubicles should be done at site after getting clearance from NJB /Supervising Agency.
 14. The tenderer should dispose of, remove, and clear from site all materials/ furniture/

- stores used for the show within 24 hrs. after the fair is over.
15. All items of work to be executed on hire charge basis or net on salvage value basis, as applicable.
 16. Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only) in the form of demand draft/Banker's Cheque/Pay Order in favour of "National Jute Board" payable at Kolkata will have to be submitted along with completed tenders.
 17. The successful tenderer will be asked to submit **10% of the contract amount as Security Deposit** prior to commencement of work. This amount will be released by the Board four weeks after smooth completion of the fair.
 18. 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/Supervising Agency.
 19. Contractor will be provided with Board's terms and conditions set for the participants, their names and also the names of the Board's officers and Supervising Agency designated for the purpose.
 20. Bill should have to be raised at every stage of payment.
 21. All items of work included in the tender should be carried out in consultation with the Board/Supervising Agency. For each item of work executed without the consent of the Board/Supervising Agency, penalty will be charged, amounting to two times the quoted amount of the said item/s.
 22. The tenderer must sign all the pages of the tender paper before submission of the tender to convey their acceptance to all terms and conditions.
 23. Arrangements of working light in all areas of the pavilion will have to be done by the selected contractor of the tender at their own cost.

Terms of payment will be as follows :

- (i) 25% along with the work order. Before the issuance of payment, The successful tenderer must submit the PFMS data to the Accounts Department of NJB for transfer of the payment through DBT .
- (ii) 55% immediately after completion of fabrication of the work at site, but before starting of the fair & the job being duly certified by the authorised Supervising Agency/designated official of the Board.
- (iii) 20% after dismantling of the pavilion and removing of all the materials from site on completion of the event, after the same is duly certified by the designated official of the Board, as also on producing "**NO-DUE**" certificate from the mela authorities.

GENERAL GUIDELINES

1. The structure :- Bamboo framed structure covered with tin/aluminium sheeting on both roof and side walls and painted with fire retardant paint, inside lined with canvas. .
2. Internal walls: All sides of stalls, except openings, should be made of 6 mm thick commercial plywood duly framed with hardwood.
3. Flooring: 35 mm. thick hardwood flooring supported on bamboo framing upto 0.3 mtr. High from the existing ground level.
4. Octonorm/ syma systems in laying out internal partitions may be given special weightage in selecting the contractor.
5. Floor of the stalls and pathways to be covered with plain weave jute matting, Unitex carpet to be laid on the floor in the V.I.P. lounge.
6. Glass panel to be provided in partition wall of reception and VIP lounge.
7. Fascia of the each stall should be along the entire length of the opening and the name of stall should be clearly written.
8. Height of the partition walls (of stalls, etc.) should be 2500 mm from the floor level.

NJB Pavilion at Poush Mela, 2018

Bill of Quantity(BOQ)

Sl. No.	Schedule of Items	Unit	Quantity	Rate (Rs.)	Amount (Rs.)
1.	Super Structure : Wooden super structure with Sal wood pillar, Bamboos, wooden frame with waterproof roofing, all complete	SFT	5000 (approx.)		
2.	Facia (Front & Back) : Made of 2" x 1" wooden frame covered by 4mm, commercial ply including 2 glass panels (round 4ft dia each), painting, colouring including vinyl cut-out lettering as per design attached.	SFT	2328		
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 jute carpet.	SFT SFT	5000 5000		
4.	False Ceiling : To be made of 2" x 1" wooden frame covered by new 7oz/10oz colour hessian.	SFT	5000		
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	3240		
6.	Outside Walling : Made of 2" x 1" wooden frame covered by new jute & wrapped by design flex	SFT	3746		
7.	Inside Decoration : (a) 38-40 cubicals will be made by syma system, each in size of 8ft height x 9ft depth x 6.5 ft width. (b) Office room and Reception	SFT SFT			
8.	Furniture : (a) Counter Table in size of 3ft height x 2½ft width x 1½ft depth. (b) Plastic moulded armed chair (c) 3-Seater Sofa set 2-seater Sofa set Centre Table Side Table	Nos. Nos. No. Nos. No. Nos.	75 90 1 2 1 2		

9.	Office Room & Reception 1 no. reception counter made of wooden block board with 6 nos. decorative chairs, TV with Audio-visual system with 2 nos. extra plug points, painting and all complete as per design.	No.	1		
10.	Lighting : (a) CFL/ LED /Covered Fluorescent Light (b) White metal Halogen light (400 W)	Nos. Nos.	180 12		
11.	Gate (Entrance & Exit) : Collapsible gate 8ft x 6ft	Nos.	2		
12.	Exhaust Fan(Big)	Nos.	4		
13.	Name and Logo : NJB Logo should be made of vinyl cut-out	Nos.	2		
14.	Flower Pots	Nos.	50		
15.	Maintenance and Cleaning : Maintenance and Regular Cleaning of the of the Jute Pavilion specially the floor area should be made during the exhibition period	SFT	5250		
16.	Plastic waste paper basket	Nos.	45		
17.	Security : 2 guards in each shift	1	Job		
18.	Portable fire extinguisher	Nos.	6		

NOTE :

- i) Material including furniture should be highly elegant and to be approved by NJB and appointed agency
- ii) All materials will be on hire basis. Prices to be quoted accordingly

TOTAL :

(Rupees)

Signature of authorized representative
with date and stamp

Indicative Creative/Artwork of Fascia for Poush Mela



