

# National Jute Board

Ministry of Textiles, Govt. of India  
Delhi Regional Office

NIT No 13/NJB/ MD/Jute Fair Manali 2022 /Tender/2022-23

Dt. 29.11.2022

## **TENDER NOTICE FOR "JUTE FAIR MANALI-2022"**

Sealed Tenders are invited by the **National Jute Board (NJB), Ministry of Textiles, Govt. of India** from the bonafide Interior Decorators/Exhibitors/Contractors of repute with good financial standing for design, decoration and setting up of NJB's stalls in an open area measuring about 4,500 Sq. ft.(  $\pm$  plus-minus 10%) **for an exhibition to be held from 19<sup>th</sup> – 25<sup>th</sup> December, 2022 at Ram Bag, Mall Road, Manali (Himachal Pradesh).**

Detailed checklists/qualifications for the Interior Decorators/Exhibitors/Contractors and the Job Specifications for the given tender are given hereunder:

### **A. Checklists/Qualifications for Interior Decorators/Exhibitors/Contractors**

- (i) Should have Annual Turnover of over Rs.10.00 lakhs and above in at least three years of the last five financial years;
- (ii) Should have done octonorm based design & construction of Stalls/Booths/Pavilion for fairs/exhibitions for any two Govt. Deptts./Organizations/EPCs/Industry Bodies (including NJB) in the past five years for the value of over Rs.5.00 lakhs each;
- (iii) Should have a valid GST No. and have filed GST returns for the last 3 years.

The Tenderers have to submit valid proof for the above.

### **B. Job Specifications and other Terms & Condition for the Given Tender:**

- (i) The job involves fabrication of around 28-30 stalls with enclosure of more or less 100 Sq.ft each (2x2, 2x3, 3x3 as per the availability of space) for sales arrangement, one stall with enclosure of more or less 100 sq. ft. for NJB Office.
- (ii) Each stall will have to be provided with one Mica table, two chairs, 2-3 tube lights/3-4 spotlights (with proper lighting) and one basket for wastes.
- (iii) All stalls and walking passage are to be provided with wall-to-wall carpets.
- (iv) The Octonorm stalls with hard Panels should be constructed under adequate sizes of Canopies (each Canopy should cover at least 4 stalls). The Canopies should shelter

and protect the stalls from rain/Sun/mild storm. As the ground is covered with fine stone flooring and no digging will be allowed there, the Canopies should stand at there on, on their adequate sizes of base/platform without harming the floor.

- (v) One sofa set (2+2 or 3+1+1 seaters), one center table and two small side tables for the Office are to be provided.
- (vi) General Lighting & decoration are to be provided for the Fairground along with Welcome Banner/Gate (Fascia) of the size 12 x 4 Ft, with NJB Logo, at the Entrance of the Hall, with 2 nos. side panels of 8 x 1 ½ Ft. size for the event in Digital Printout or flex base material.
- (vii) Name Boards/fascia with names of the participants of suitable size (1x4 ft at least) are to be provided (one name per stall).
- (viii) 20 Flex banners (6 x 4 Ft. each) with eyes on all four corners are to be provided.
- (ix) 2 backdrops (9x12 Ft. each) in Iron frame with stands are to be provided.- Matter for Gate Fascia & side panels, participants names' boards/fascia, banners and backdrops etc. will be provided well before the event.
- (x) For Inaugural arrangements - a red color ribbon & 1 No. Scissors & 1 decorative tray, 1 inauguration lamp (with cotton and oil for lighting) with candle & match box suitable for inauguration, are to be placed at the entrance of the Hall/Exhibition for inauguration.
- (xi) 2 (Two) Security Guards round the clock, Cleaning/Sweeping, etc. are to be provided.
- (xii) The whole job is to be executed as a "TURNKEY PACKAGE". The rates quoted should mention Total Cost and GST separately.
- (xiii) Electricity charges & additional lightings (on actual) will be borne by NJB. The Tenderer will make such payments on approval of NJB Official on the spot and the same will be reimbursed by NJB on completion of the event. Necessary approval from concerned State Electricity Board/Agency is to be obtained by the Tenderers.
- (xiv) The rates quoted should include the total hiring charges for all the above works inclusive of To&Fro transportation, erection, maintenance throughout the period of exhibition and dismantling.
- (xv) Income Tax (TDS) will be deducted at the time of making the payment at the applicable rates. PAN and IGST/GST Registration Number, Profession Tax Regn. No., should be mentioned in the tender document.

- (xvi) The space (Open area) will be made available from the morning of 18<sup>th</sup> December, 2022. The above job should be completed by 23 hrs. on 18<sup>th</sup> December, 2022. Similarly, the fabrication should be dismantled on conclusion of the exhibition at 24 hrs. on 25<sup>th</sup> December, 2022 night itself.
- (xvii) The Tenderer will submit a DD of Rs. 10,000/- as Earnest Money Deposit (EMD) alongwith the Tender Documents in the name of National Jute Board, payable at New Delhi. The EMD/DD of non-selected Tenderers will be refunded within one week of the Tenders' Opening date.
- (xviii) The successful Tenderer will submit a Security Deposit equivalent to 10% of the basic cost (excluding GST) of the Tender value at the time of the acceptance of the Tender, which will be refunded alongwith the final payment of the work.
- (xix) The successful Tenderer will be given 50% advance of the Tender value (including GST) alongwith the Work order. 30% payment will be made on completion of the job work on the commencement of the exhibition. The remaining 20% payment will be made on successful completion of the Exhibition.
- (xx) In case, the Tenderer does not opt for 50% advance condition, he will be exempted from the 10% Security Deposit condition. In that case 70% payment will be made on completion of the Work and remaining 30% will be made on successful completion of the Exhibition,

Accordingly, sealed tenders, for the above event, complete in all respects superscribing the envelop **“Jute Fair Manali 2022”** and addressed to **“The Secretary, National Jute Board (NJB), Ministry of Textiles, Govt. of India, 508 & 509 Prakash Deep Building, 7 Tolstoy Marg, Connought Place, New Delhi-110001”** should reach **not later than 11.30 hrs on 15<sup>th</sup> December, 2022**. Tenders will be opened on the same day at 16.00 hrs. in the presence of the tenderers.

No responsibility is accepted for postal delays.

The Board reserves the right to accept or reject any offer in full or in part or all the tenders without assigning any reason/s, whatsoever.

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