



NATIONAL JUTE BOARD

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

NIT No 02/NJB/ Jute Fair Baharampur / Tender/2020-21

Dt. 30.09.2020

TENDER NOTICE

Sealed Tenders are invited by the **Secretary, National Jute Board (NJB), 3A & 3B, Park Plaza, 71, Park Street, Kolkata-700 016** from bonafide Fabricators/ Interior Decorators / Industrial Exhibitors of repute with good financial standing for Design, Fabrication, Decoration and setting up of NJB Pavilion (in a covered space) for Jute Fair 2020, Baharampur in Murshidabad, West Bengal.

Details of tentative venue, date of Jute Fair :

- (a) **Venue** : Being decided to be organised tentatively in the Hall(approx..4000 sq ft) at Krishna Nath Collegiate School, Baharampur , Murshidabad
- (b) **Date** : 10th to 15 October 2020 (6 days)

SCOPE OF WORK:

The tentative details of jobs involved are given at **Annexure I**.

REQUIREMENTS FOR COMPLIANCE :

1. Tenderers should deposit Earnest Money deposit of Rs 10,000 (Rupees Ten Thousand only) through E PAYMENT FACILITY/NEFT / RTGS in favour of National Jute Board, UCO Bank, A/C No "07030210001233" IFSC – UCBA0000703.
2. 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 :
 - (a) Copy of GST.
 - (b) Copy of Trade License.
 - (c) Copy of recent Income Tax clearance.
 - (d) Copies of experience certificate in undertaking similar jobs during 2018-19 and 2019-20.
 - (e) Declaration by the Tenderer that the Agency has not been black listed by any Govt. Agency during last 3 years.
3. Last Date & Time of submission of Tender : 6th October, 2020 Upto 13.00 Hrs.
4. Interested agencies are requested to submit tender along with all required documents as mentioned at Sl No 1 & 2 in Envelop supersubscribing " TENDER FOR JUTE FAIR 2020, BAHARAMPUR, MURSHIDABAD, 2020 " addressed to "The Secretary, National Jute Board, Kolkata". Address : 3A & 3B Park Plaza(3rd Floor) , 71 Park Street, Kolkata - 700 016.

5. Opening of Tender : 6th October,2020 (Tuesday) at 15.00 Hrs
at NJB's Head Office at 3A & 3B Park Plaza(3rd Floor) ,
71 Park Street, Kolkata - 700 016.
(Tenderer may remain present and no separate intimation will be given)
6. The Tender Committee constituted for the purpose would open the Tender, examine and process as per Tender formalities.
7. Incomplete tender documents without Earnest Money deposit / partly filled schedule of rates and amount will be summarily rejected as invalid tenders.
8. 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.
9. 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 valid for a period of sixty days.

GENERAL CONDITIONS

1. Rules and regulations, of Jute Fair, Hall authority should be strictly followed at site.
2. All necessary permission from the district administration viz. 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 prepare indicative plan model of the NJB Pavilion, keeping in view the indicative / Tentative job specification (Annexure I) before Quoting the financial bid.
4. The allotted area will be available for erection of stalls, etc. one day before the commencement of the Jute Fair.
5. The tenderer should dispose off, remove, and clear from site all materials/ furniture/ stores used for the event within 24 hrs. after the fair is over.
6. 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.
7. All disputes are subject to Kolkata jurisdiction only. Dispute, if any, shall be settled mutually or arbitrator to be appointed by the Director(MP&SI), NJB at Kolkata, West Bengal.

**(FORMAT FOR SUBMISSION OF FINANCIAL BID)
(TO BE SUBMITTED ON AGENCY'S LETTERHEAD)**

**TENDER FOR DESIGN, FABRICATION, DECORATION AND SETTING UP OF INDOOR
NJB PAVILION FOR JUTE FAIRS BAHARAMPUR, MURSHIDABAD, 2020**

Tentative Bill of Quantities (BOQ)

- Jute Fair in a Covered Space (Hall) (approx. 4000 sq.ft)
- Jute Fair Duration: 10th – 15th October 2020 (6 days)
- Requirement and activities/Quantities are tentative and subject to change.

SI No	Schedule of Items	Unit	Quantity	Rate (Rs)	Amount (Rs)
1.	<p>Fabricated Stalls :</p> <p>a. Size : 3mtr x 3 mtr</p> <p>b. Nos : 25 nos</p> <p>c. System : Octonorm Syma panel</p> <p>d. Stall Fascia: Having name of the participating units and logo of NJB</p> <p>e. Furniture & Fixture : Each stall will have</p> <ul style="list-style-type: none"> ➤ Sale Counter Table - 2 nos. No.3ft(L)x1.5 ft (w), with table cloth ➤ Chairs- 2 nos. ➤ Waste paper Basket – 1no. ➤ LED Light – 6 nos, ➤ Electric plug point – 1 no. 	No	25		
2.	<p>Reception / Office cum Product Display Area (Including merchandising & Decoration)</p> <p>a. Size : 150 sq.ft covered with Jute cloth</p> <p>b. System : Wooden panel</p> <p>c. Fascia: Logo , National Jute Board</p> <p>d. Furniture:</p> <ul style="list-style-type: none"> ➤ 3 seater Sofa set - 1no. ➤ 1 seater Sofa set – 2nos. ➤ Centre Table with Glass Top – 1no. ➤ Display Table – 2 nos. (3ft x 3 ft) ➤ Waste paper Basket-1no. <p>e. Promotional Jute Slogan printed in flex (2 ft x 1 ft) :10 nos.</p> <p>f. LED Light : 10 nos</p> <p>g.LED TV (40 inch) with USB option: 1 no.</p>	Lumpsum	01		

	<p>h. Plug Point : 2nos.</p> <p>i. Pedestal Fan : 2 nos.</p>				
3.	<p>Carpeting :</p> <p>Entire covered space of 3000-4000 sq.ft and the passage at the entrance (20 ft x10 ft) with good quality carpet.</p>	SFT	5,200		
4.	<p>Main Fascia & Side Fascia (As per requirement) :</p> <p>(a) Preparation of artwork, printing, Fabrication & Fixing of Front Fascia at the Entrance Gate of the Hall [12 ft(W) x 4ft (H)] on wooden frame covered with flex (Artwork to be approved by NJB)</p> <p>(b) Proper lighting of the fascia with white Halogen Light (400W) (in adequate number).</p>	Lumpsum			
5.	<p>General Lighting/ Fan in the Hall</p> <p>(a) Tube Light/ LED Light -25 nos</p> <p>(b) Halogen Light (white) - 400 W - 10 no</p> <p>(d) Pedestal Fan – 10 nos.</p>	No	25		
		No	10		
		No	10		
6.	<p>Arrangement of D.G. Set with minimum 40 KV load capacity in along with fuel and operator during the exhibition period</p>	Lumpsum			
7.	<p>Maintenance and Cleaning round the clock</p> <ol style="list-style-type: none"> Proper Sanitisation. Installation of Sanitisation Entrance Block (for COVID 19 prevention purpose). Free supply of single use mask and providing hand sanitization spray to 25 numbers of unit. 	Lumpsum			
8.	<p>Fire Safety Measures: Portable fire extinguisher at different location inside the Hall</p>	No	10		
9.	<p>Security :2 guards at the entry and exit points during the exhibition period and 2 guards during night time</p>	No	20		

10.	Inaugural Arrangement (a) Floral decoration, preferably with Jute based decorative items. (b) Inauguration lamp with red ribbon /scissor/candle in a tray with flower petals (c) Photography with Pen Drive and Album (d) Provision of Drinking water	Lumpsum	01		
11.	Arrangement of POS terminal including one dedicated manpower during the event.	Lumpsum	01		
12.	Publicity : (a) Display of flex banner in important location of the city (Baharampur) (b) Campaigning / Slogans / pamphlets / other display material etc.	Lumpsum	01		

Total Rs

Add applicable Tax : _____

(.....%)

Total Rs _____

Signature and Stamp of the Agency

NOTE :

- i) Hall Rent ,Electricity Consumption Cost will be borne by NJB . The Hall 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) Materials including furniture should be highly elegant and to be approved by NJB .
- v) All materials will be on hire basis. Prices to be quoted accordingly. Applicable tax should be shown separately and added to the total.
- vii) 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.

TOTAL :

(Rupees)

Signature of authorized representative
with date and stamp