

Tender Cost :Rs. 1000/- + 18% GST (Non-Refundable)



National Book Trust, India
Nehru Bhawan, 5 Institutional Area
Phase-II, VasantKunj, New Delhi – 110 070
Web: www.nbtindia.gov.in
E-mail: prnbtindia@gmail.com
Phone: 011-26707783

NOTICE INVITING TENDER

Sub: Invitation of Sealed Tender/Bid from experienced Advertising Agencies/Firms for Display of New Delhi World Book Fair 2019 Advertisements on the hood, back and sides of Auto Rickshaws.

National Book Trust, India (NBT), an autonomous organization under the Ministry of Human Resource Development, Govt. of India invites sealed Tender/Bid from experienced Agencies/Firms for display of NDWBF 2019 advertisements on the hood, back and sides of Auto-Rickshaws. The display is proposed to be implemented with the objective of increasing footfall and improving awareness amongst general public towards NDWBF 2019 the largest Book Fair in the Afro-Asian region.

The Tender Document can be collected from the Office of the Assistant Director (PR), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase-II, New Delhi – 110070 **from 24 October 2018 to 14 November 2018** on any working day between 9.30 a.m. to 5.00 p.m. on payment of Rs. 1000/-+ 18% GST (Rs.1000/- + 180/-) in cash or by demand draft/pay order (Non-Refundable) favouring National Book Trust, India payable at New Delhi/Delhi.

The Technical and Financial Bids should be sealed in separate envelopes, both of which should be placed in one large envelope and sealed properly. The main sealed tenders/bids should be superscribed with “**Tender for Display of NDWBF 2019 Publicity Advertisements on the hood, back and sides of Auto-Rickshaws** and addressed to the Assistant Director (PR), National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070 **latest by 15 November 2018 till 11.00 A.M.** or should be dropped in the Tender Box placed at the Reception of NBT, India Headquarters.

The Bids shall be opened on 15 November 2018 at 2.00 p.m. at NBT India, New Delhi.

The Tender document can also be downloaded from NBT Website i.e. www.nbtindia.gov.in & www.newdelhiworldbookfair.gov.in and from www.eprocurement.gov.in and submitted with separate demand draft/pay order towards Tender cost Rs. 1000/-+ 18% GST (Non-Refundable) and Earnest Money Deposit (EMD of Rs.25000/-).

In the event of the last date specified for receipt and opening of the proposal being declared as a holiday for NBT, the due date for submission and opening of bids will be the next working day following the declared holiday at the appointed time.

Bidders are advised to visit NBT website regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.

The pre-bid meeting will be held on 05 November 2018 at 2.30 p.m. in NBT Headquarters in New Delhi, to clarify any queries, if any, of the bidders with respect to the tender.

This tender is not transferable.

The Director NBT reserves the right to accept/reject any or all the tenders.

TENDERING FIRMS ARE REQUESTED TO QUOTE THEIR BEST COMPETITIVE PRICES CONFORMING TO THE REQUIREMENTS AS STATED BELOW:

In case of any clarification prior to submission of Tender(s) you may visit NBT office on any working day (Monday to Friday) between 10.00 a.m. to 5.00 p.m.

1. Eligibility Criteria for Technical Bid:

- a) Agency/organization must have sufficient infrastructure technical know-how and manpower to carry out the designing, processing, printing and pasting.
- b) Agency/organization must have annual turnover of 25.00 lakhs for last three years.
- c) Agency /Organization must have previous experience (minimum of three years) of similar work for govt. /semi govt. or any other reputed organization including international organizations.
- d) The bidding firm/agency should not have been blacklisted /deregistered or debarred by any Govt. department/Institution.

2. Documents required to be submitted in the Technical Bid (Annexure-I):

- a) Profile of the organization.
- b) Photocopy of valid registration certificate of bidding firm/Agency.
- c) Photocopy of PAN document.
- d) Photocopy of Income Tax Returns (2015-16, 2016-17, 2017-18) for the last three financial years upto 2017-18.
- e) The Bid must be accompanied by a Demand Draft/Pay Order of Rs.25,000/- (Rupees Twenty Five Thousand Only) in favour of NBT, India towards Earnest Money Deposit (EMD) valid for three months from the date of the opening of the tender document.
- f) Turnover of minimum Rs. 25.00 lakhs for last 3 years. Audited copies of authenticated balance sheet and financial statement for last 03 consecutive years (2015-16, 2016-17 and 2017-18) showing minimum turnover of Rs. 25.00 lakhs A written acceptance by bidding firm/agency to provide services as per standards and specifications of this tender.
- g) Affidavit in original from Govt. Notary that the bidding firm/agency has not been blacklisted or debarred by any Govt. department/Institution in the past.
- h) Copies of Work Orders/Experience Certificate in work of similar nature/activities in Government or Non-government organizations of last 3 years with photographs. Bidders must enclose details of major clients and work order of last three years.
- i) Bidders must enclose sample of previous work done (flex along with Advertisements) along with the Technical Bid for reference (mentioning the organization & time).
- j) Bidders must enclose the sample of the flex material (to be used for the Advertisement on the autorickshaws) along with technical bid for reference mentioning the GSM and other technical details.

- k) All pages of the Tender document must be duly signed and stamped by authorized signatory of the bidding firm/agency **as a token of acceptance of all terms and conditions of the tender.**
- l) All documents submitted should be self-attested with the seal of bidder.

3. Earnest Money

Earnest Money Deposit (EMD) of Rs. 25,000/- is to be deposited with the tender in the form of Demand Draft/Pay Order payable at New Delhi and drawn in favour of National Book Trust, India or EMD amount may be deposited through RTGS in NBT's Accounts as per details given below:

Beneficiary	NATIONAL BOOK TRUST, INDIA
Bank	CANARA BANK
A/C	3159101000299
IFSC	CNRB0003159
MICR Code of Bank	110015187
Address	Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110070, India

In case the EMD amount is not deposited, the tender is liable for rejection without any notice. **EMD in the form of Bank Guarantee or any other form is not acceptable.**

- i) Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof after acceptance of tender. In case the agency fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Security money will be forfeited by the Trust. Besides this, the bidder will also liable to be debarred/blacklisted from participating in the tendering process of the Trust in future, and/or be fined.
- ii) No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security deposit.

4. While Submitting Your Tender The Following Terms & Conditions May Be Noted:

i) **Validity Of Tender**

Rate mentioned in tender shall remain valid for a period of 90 days after the last date specified for submission of Tender/s or otherwise decided by the Competent Authority of the Trust.

ii) **Evaluation Of Bid**

NBT shall evaluate the bids that are determined to be substantially and technically responsive i.e. which

- Are properly signed and stamped; and
- Conform to the terms & conditions and specifications.
- Evaluation of the tender will be done on package basis for the whole job.

- d) Technical Bid will be evaluated on the basis of responsiveness, experience of similar nature, quality of work and turnover.
- e) Financial bid of only those bidders will be opened who qualify in the Technical Bid.
- f) Late Bids shall not be considered.

iii) Bid Price

- a) Rate is to be quoted as per the specification and quantity mentioned in the tender against each of the item as mentioned in Annexure – 2.
- b) All duties, taxes, GST and other statutory levies payable by the supplier must be shown separately.
- c) The rates quoted by the bidder shall be fixed and firm till the completion of the work and shall not be subject to any revision on any account.
- d) Financial Bid (Annexure-2) should be submitted on the letterhead of the bidder in the format provided with the tender document. It should be duly signed and stamped by the authorized signatory of the bidding firm.

iv) Award Of Contract

NBT will award the contract to the bidder whose quotation has been determined to be substantially responsive and technically approved, and who has offered the lowest evaluated quotation price.

- a) Notwithstanding the above, NBT reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
- b) The bidder whose bid is accepted will be notified of the award of the contract by NBT prior to expiry of the quotation validity period. The terms of the accepted offer shall be incorporated in the work order.
- c) The campaign is likely to start from 12 December 2018 to 11 January 2019 (for 30 days). However, the final date will be intimated in the Work Order.

v) Performance Security Money

The bidder shall submit the security money to the value of 10% of the basic value of contract in the form of Demand Draft or through RTGS (as per details mentioned at page no.2) or alternatively in the form of Bank Guarantee to NBT within three days from the date of receipt of initial work order after adjusting the amount of EMD already paid. The security money can be forfeited by order of the NBT in the event of any breach or negligence or non-observance of any condition of contract or in case the fabrication is delayed beyond the period stipulated by NBT. The performance/security money so deposited along with the EMD will be retained till conclusion of the Fair and refunded along with balance 50% payment **without any interest. The work order will not be issued unless the Performance Security Money is submitted by the party who wins the bid.**

5. Monitoring of the work

The payment against the bill raised by the agency will be subject to the physical audit and monitoring by a third party monitoring Govt. agency.

6. Cancelling Of The Tender

The NBT reserves the right to cancel the work order and forfeit the performance guarantee in whole or any part thereof and shall be entitled to revise the Order wholly or in part by a written notice to the agency/ firm, if:

- a) the agency/ firm fail to comply with the terms of the order including specifications and other requirements.
- b) the agency/ firm become bankrupt or go into liquidation.
- c) the agency/ firm fail to deliver services in time.
- d) the agency/ firm fails to provide any registration or other certificates in respect of the Goods within the time specific Conditions.
- e) the agency/firm, in the judgment of NBT, has engaged in any corrupt or fraudulent practices in competing or in executing the Contract.

For the Purpose of this clause:

- "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action or a public official in the procurement process or in Contract execution.
 - "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial and non-competitive levels and to deprive NBT of the benefits of free and open competition.
- f) the Agency fails to perform any other obligation(s) under the Contract.

7. Force Majeure

- a) The Agency shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- b) For purposes of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable.
- c) Such events may include, but are not restricted to, acts of NBT in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- d) If a Force Majeure situation arises, the Agency shall promptly notify NBT in writing of such condition and the cause thereof. Unless otherwise directed by NBT in writing, the Agency shall continue to perform its obligation under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In the event of Force Majeure, the Agency shall advise NBT by a registered letter duly certified by local Chamber of Commerce of statutory authorities the

beginning and end of the above cause of delay within seven (7) days of occurrence and cessation of such Force Majeure conditions.

- e) For delays arising out of Force Majeure, the Agency shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither NBT nor the Agency shall be liable to pay any extra costs.
- 8.** NBT reserves the right to cancel any item/ items or revise the quantity even after issue of the work order.
- 9.** Number of Autos may be increased up to a maximum of 25% of the total contract value at any time during the validity of the tender offer.
- 10.** If the Successful bidder fails to complete the work in the specified time limit, the order issued is liable to be cancelled and Earnest Money and Security Money shall be liable to be forfeited. The Director, NBT, however, may accept the delay with the following penalty clause.
- a. If due to delay in execution, an alternate arrangement is made by NBT, the extra expenditure incurred, if any, by NBT shall be recovered from the bill of the Agency.
 - b. Liquidated damages at the rate 0.5% per week of delay subject to maximum of 10% computed on the value of works. Penalty may be waived off in case of delay from NBT side or on the submission of appropriate reason.
- 11.** The work must strictly conform to the standards specified. However, at the sole discretion of NBT, if work is not completed as per the standard set by NBT, a deduction of 5% of contract amount may be made. However, in all above cases, regarding acceptability of services, decision of Director NBT will be final and binding on the Agency.
- 12.** Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
- 13.** The Agency shall bear all costs associated with the preparation of their Tender including cost for preparation for the purpose of clarification of the Tender, if so desired by the NBT. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
- 14.** EMD of the unsuccessful bidders (who are not awarded the contract) shall be returned after the completion of the process of selection of the agency.

15. Any overwriting/cutting etc. in quoted rate will render the tender liable to be rejected.

16. In case of any discrepancy in unit rate and total cost, the minimum amount will be considered.

17. If tender is accepted, NBT will issue a Work Order for Display of NDWBF 2019 Advertisements on the hood and other sides of Auto Rickshaws as per its requirement.

18. The materials mentioned are to be printed and displayed within 10 days from the date of issue of work order and maintained initially for a period of 30 days from its installation, and as per the Work Order.

19. If tender is accepted, the successful bidder will have to deposit Security Money within one week after issue of work order, failing which the Earnest Money will be forfeited. The Work in such a case may be awarded to some other Bidder or NBT may, at its discretion, invite fresh tenders.

20. The Security money will be returned only after satisfactory completion of the contract against submission of request or the same, subject to such deductions that may be deemed fit at the sole discretion of NBT in case of non-fulfillment of any of the terms and conditions of the Work Order for Display of NDWBF 2019 Advertisements on the hood, back and sides of Auto Rickshaws as per NBT's requirement.

21. Terms Of Payment:

Final payment will be released after the PVR (Physical Verification) Report received by the third party Govt. monitoring agency, that is after the Book Fair.

22. Art Work :

NBT will provide design/format of the artwork/creative in soft copy format.

23. Execution:

- a) The Agency has to get the Advertisement approved by NBT before printing, within 2 days from issue of the Work Order.
- b) Completion of work (printing & pasting of display Advertisements on Auto-Hood) should be done within 10 days after the approval of go-ahead by NBT.

23. Pre-Bid Meet

The pre-bid meeting will be held on 05 November 2018 at 2.30 p.m. in NBT Headquarters in New Delhi, to clarify any queries, of the bidders with respect to the tender.

CHECKLIST**of Supporting Documents**

(Please tick mark in relevant columns)

Sl. No	Name of Documents	Yes	No	Page No.
1	Tender fee including GST @ 18%			
2	EMD fee Rs. 25000/- (DD/Pay Order)			
3	Tender document is properly indexed with page numbers			
4	Complete profile of the Firm			
5	Audited copies of authenticated balance sheet and financial statement for last 03 consecutive years (2015-16, 2016-17 and 2017-18) showing minimum turnover of Rs. 25.00 lakhs			
6	Copy of Income Tax returns for the three preceding financial year's upto 2017-18.			
7	Copy of 3 years experience and work orders of similar job executed by the firm for Government of India, State Government, and other reputed organizations.			
8	Signed and stamped affidavit stating that the bidding firm/ agency has not been blacklisted/ deregistered or debarred by any Govt. department/ Institution.			
9	Self Attested Copy of PAN Card.			
10	Self-attested copy of the Registration of GST and GST Return for last 01 year should be enclosed along with Form 1 and Form 3A.			
11	Registration Certificate of the Company/Firm.			
12	A written acceptance by bidding firm/agency to provide services as per standards and specifications of this tender.			
13	A copy of this tender document duly signed on each page and stamped by authorized signatory of the bidding firm/ agency as a token of acceptance of all terms and conditions of this tender.			
14	One original cancelled cheque			

I hereby declare that all above documents are true & correct as per my knowledge and I accept all the terms and conditions of the Tender.

SIGNATURE AND STAMP OF TENDERER

(Initial of the Contractor with Rubber Stamp)

FINANCIAL BID
FOR HIRING OF AGENCY / FIRM FOR DISPLAY OF NDWBF 2019 ADVERTISEMENTS ON THE
HOOD, BACK AND OTHER SIDES OF AUTO-RICKSHAWS
(05 TO 13 JANUARY 2019)

Sl. No.	Item Details	Quantity	Unit Rate (All taxes shown separately) (Rs.)	Total Cost (Rs.)
1	Advertisement on auto rickshaws with single piece stitched display on Hood (Backside: 45"x20"), Left & Right side (Panel Size: 16"x 8") and strip display 30"x5". Branding will be done by printing on flex (minimum 230 gsm flex) on back & side panels & hood displaying New Delhi World Book Fair (NDWBF 2019) advertisement with multi coloured printing. The advertisement should be covering three sides on new Hood. The branding should be maintained and monitored for a period of 30 Days including maintenance cost (Unit rent will be rent + maintenance cost per month per Auto rickshaw.)	1500		

*Number of auto rickshaws may increase or decrease.

Remarks:

1. All Auto Rickshaws should be identified by the selected Advertising agency/ Firm and they have to get the requisite permission from the Auto Rickshaw owners/competent Authority.
2. The Content of the design, in soft copy, should be displayed only after approval from NBT.
3. Branding and designing of campaign will be done by successful bidder under the guidance of NBT.
4. It will be the sole responsibility of the agency to have due approval for this job if necessary, from the State Transport Authority, Delhi/NCR.
5. **Agency will quote Rent + Maintenance charges on the basis of per Auto Rickshaw basis for the period mentioned.**
6. The Rent must be inclusive of maintenance cost. The firm shall be responsible for maintenance & repairing the Advertisements of hoods.
7. All labour charges, display charges and transportation charges payable by the bidder should be included in the unit except fee applicable taxes which are to be shown separately.
8. Photography of the Auto rickshaws on advertising campaign along with Newspapers should be submitted at the time of start of campaign.
9. NBT India may send own personnel to monitor the execution process.
10. For inspection purpose, any number of autos may be asked for to check display and quality anytime during the campaign.
11. The payment against the bill raised by the agency will be subject to the physical audit and monitoring by a third party Govt. monitoring agency.

We accept all the terms and conditions of the Tender Document.

DATE:
PLACE:

SIGNATURE AND SEAL OF THE BIDDER
NAME & ADDRESS