

NOTICE INVITING LIMITED TENDER

Subject : **Submission of Tender for fabrication of stalls using bamboo framework and installation of electrical fittings, PA system, etc. on hire basis for Goalpara Book Fair to be held from 15 to 23 October 2016 at Goalpara College Playground, Goalpara (Assam)**

Sealed tenders/bids are hereby invited for fabrication of stalls using bamboo framework and installation of electrical fittings, PA system, etc. on hire basis for **Goalpara Book Fair at Goalpara College Playground, Goalpara (Assam)** from eligible contractors, who have a valid trading license for North-east and also having experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies for 3 years for providing similar services with annual turnover of 10 lakh per annum in the last three years.

1. The Tender document containing terms and conditions can be purchased from National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 **during the period from 9 to 29 September 2016** (Except Sundays and Government Holidays) till **5:00 P.M.** on payment of **Rs.1000/- (Rupees One Thousand only) (Non-Refundable)** in the form of cash/demand draft favoring **National Book Trust, India payable at New Delhi.** The Tender document can also be downloaded from our website i.e. www.nbtindia.gov.in and submitted with separate Demand Draft of Rs.1000/- towards Tender Fee (Non-Refundable) along with EMD and Tender.
2. Tender should be submitted in two sealed envelopes, **TECHNICAL BID** (Envelope-I) shall contain Earnest Money Deposit (EMD), prequalification documents, Tender conditions, Bill of Quantity /work specifications duly signed by the authorized person or persons as a token of acceptance of terms and conditions of contract and work specification and the application form. **FINANCIAL BID** (Envelope - II) shall contain Priced Schedule of quantities.
3. **Tenders placed in sealed covers [in two envelopes duly marked as TECHNICAL BID (Envelope-I) and Financial BID (Envelope-II)] with the name of the project written on each envelope should strictly be placed in the outer envelope and marked on top as "Tender for Temporary construction for Goalpara Book Fair at Goalpara College Playground, Goalpara (Assam)". The tenders will be received till 30 September 2016 up to 10:00 A.M. in the office of Deputy Director (Exhibition), NBT, India or can be dropped in the tender box placed at the Reception of the Trust.**
4. The technical and financial bids shall be opened on **30 September 2016 at 11.00 A.M.** in the presence of the Tenderers or their representative who wish to be present. The technical bids shall be scrutinized by the Committee constituted for the purpose. The Financial bids of those contractors whose technical bids are acceptable to NBT shall alone be opened on the same day and the decision of NBT in this regard shall be final and binding.
5. Tender can be obtained from the office of the NBT as per following schedule.

Sl. No	Tender Schedule	Date and time
1	Issue of Tender from NBT office	9 – 29 September 2016 till 5:00 p.m.
2	Last Date of submission of Tender	30/09/2016 till 10:00 a.m.
3	Date of opening of Technical & Financial Bids	30/09/2016 at 11:00 a.m.

6. The contractors should quote in figures as well as in the words the rates and amount tendered by them in the price schedule. The amount for each item should be quoted and the requisite totals should also be given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc except service Tax which shall be paid at rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule. If there is any discrepancy in rates between words and figure, the amount in words will prevail.
7. Earnest Money Deposit (EMD) amounting to **Rs.50,000/-** is to be deposited with the tender in the form of Demand Draft/Banker's Cheque payable at New Delhi drawn in the favour of National Book Trust, India, otherwise the tender is liable for rejection. **E.M.D in the form of Bank Guarantee or any other form is not acceptable.**
8. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of preparation for the purposes 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.
9. The acceptance of a tender will rest with the Competent Authority of NBT, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons whatsoever. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be treated as rejected by the NBT.
10. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.
11. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing the tenders will be liable for rejection.
12. Tenders shall remain open for acceptance for a period of 3 months from the date of opening of Financial Bid. If the Tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and condition of the tender which are not acceptable to NBT or the contract is not executed within three (3) days from the date of letter of acceptance or the work is not commenced on the stipulated date and time as per the work order then the NBT without prejudice to any other right or remedy be at liberty to forfeit the earnest money.
13. The items given in the specification of work are approximate. Requirement may increase or decrease as per decision/instructions of competent Authority of NBT, India.

NOTE :

As per the guidelines of the Ministry of Finance, Government of India, the payment will be made through e-Payment mode and the successful bidder will have to submit his RTGS Number along with a cancel cheque.

Yours faithfully,

**DEPUTY DIRECTOR (EXHIBITION)
NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN, 5 INSTITUTIONAL AREA
PHASE-II VASANT KUNJ
NEW DELHI-110070
PHONE NO. – 011-26770779**

GENERAL TERMS AND CONDITIONS

1. **Parties**: The parties to the contract are the Contractor, to whom the work has been assigned, and the NBT through the Director.

2. **Address**: For all purposes of the contract including arbitration thereunder, the address of the Contractor mentioned in the Bid shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to NBT. The Contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. **Contractor**: The term Contractor shall mean company, firm or party to whom the contract is awarded, and their heirs, legal representative, assigns and successors.

4. **Specification of work**: The Specification of work shall mean the specification of work as specified and forming part of this contract.

5. **Priced Schedule of Quantities**: Priced Schedule of Quantities shall mean the schedule of quantities duly priced with the accepted quoted rates of the Contractor.

6. **Bid**: The entire set of Bid paper issued to the Contractor should be submitted fully priced and also signed on the last page together with initials on every page. Initial/ signature will indicate the acceptance of the Tender documents by the Contractor. NBT reserve the right to summarily reject a bid where the /tender documents are not signed/initialed by the bidder

The schedule of quantities shall be filled in as follows:

- i) The “Rate” column to be legibly filled using Ball pen or typed both in numerical/ figures and in words.
- ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity)
- iii) All corrections are to be initialed.
- iv) In case of any errors / omissions in the quoted rates, the rates given in the Bid marked “original” shall be taken as correct rates. No modifications, writings or corrections can be made in the Bid papers by the Contractor.

6.1 NBT reserves the right to reject the lowest or any Bid and also to discharge any or all of the Bid of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning reasons.

6.2 The Contractor shall note that his Bid shall remain open for consideration for three months from the date of opening of the Financial Bid (Price Bid).

7. **Signing of Bid Documents**: Individual signing the Bid or other documents connected with contract must specify whether he/she signs as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;

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- (b) A partner of the firm, if it be a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company.

NOTE:

- (i) In case of partnership firms, a copy of the partnership agreement, or copy of general power of attorney duly attested by a Notary Public, should be furnished on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the Bid.
 - (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the Bid and all other related documents must be signed by all partners of the firm.
 - (iii) A person signing the Bid form or any documents forming part of the Bid on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, the Director, NBT without prejudice, shall cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
 - (iv) The Contractor should sign and affix his/her firm's stamp at each page of the Bid and all its Annexure as the acceptance of the offer made by the Contractor will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING BID.
 - (v) Any correction, mutilation or overwriting in figures of rates should be supported by signature of the bidder; otherwise the quotation may not be considered.
8. **Opening of Bid:** The Contractor is at liberty either himself/herself or an authorized representative (not more than one) to be present at the opening of the Bid. The representative attending the opening of the Bid on behalf of the Contractor should bring with him/her a letter of authority from the Contractor and proof of identification.
9. **Criterion for Evaluation of Bid:** The NBT will examine the Bid to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Bid are generally in order. A Bid determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the Contractor by correction of non-conformity.

It must be kept in view that the no decision will be given by the Bid Evaluation Committee. Any inferences drawn during the meeting of this committee by the Contractor or their representatives will be their own view and the Trust will not be responsible and will not abide by the same. The reasons for selection or rejection of a particular Bid will not be disclosed. The award of work will be further subject to the specific terms and conditions of the contract given in Chapter - 3.

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10. **Validity of bids:** The bids shall be valid for three months from the date of opening of the Financial Bid.
11. **Right of acceptance:** NBT reserves the right to accept or reject any or all Bid/quotations, and to annul the Bid process without assigning any reason whatsoever and also does not bind itself to accept the lowest quotation or any Bid for that matter. NBT has the right to discharge any or all of the Bid of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning any reasons and incurring any liability to the affected Contractor.
 - 11.1. The NBT may waive off any minor infirmity or non-conformity in the Bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Contractor.
 - 11.2. Any failure on the part of the Contractor to observe the prescribed procedure and any attempt to canvass will prejudice the contractor's interest and his Bid will be rejected forthwith. NBT also has the right to relax any condition of the Bid before/after opening of Bid. The decision of the NBT in this regard will be final and binding on all Bid.
 - 11.3. Representatives of the NBT shall have the authority to inspect the office(s)/facilities with the Contractor before award of the contract.
12. **Communication of acceptance/right of acceptance:** Successful Contractor will be informed of the acceptance of his Bid. Necessary instructions regarding the amount and time provided for Security Deposit, if any will be communicated.
13. **Performance Security:** **The bidder shall submit the performance security to the value of 10% of the basic value of contract in the form of Demand Draft or alternatively in the form of bank guarantee to NBT within 03 days** from the day of issue of work order along with the acceptance of work order. The Earnest Money shall be adjusted against the Performance security to be submitted by the successful bidder. The performance security 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 job assigned is delayed beyond the period stipulated by NBT. The Security Money so deposited will be retained till conclusion of the Fair and refunded along with balance 50% payment **without any interest.**
14. **Force Majeure:** Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, natural calamities, civil commotion, strikes, acts of terrorism, labour disputes and government or public authority's demands or requirements.
15. **Insolvency etc.:** In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing of any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified; the NBT shall have the power to terminate the contract without previous notice.

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16. **Breach of terms and conditions:** In case of breach of any of terms and conditions mentioned above, the Competent Authority of NBT will have the right to cancel the work order/job without assigning any reason therefore and nothing will be payable by this Department in that event and the security deposit shall also stand forfeited.
17. **Subletting of work:** The firm shall not assign or sublet the work/job to any other person or party. In such case, the Trust can impose penalty as deems fit or even such Contractor can be blacklisted from applying to any future bids/tender of the Trust.
18. **Arbitration:** If any difference arises concerning this Agreement, its interpretation or the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such request shall be accompanied with a laminated panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the laminated panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed thereunder and in force shall be applicable to such proceedings.
19. **Legal jurisdiction:** The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi, and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.
20. **Validity of Bid:** The Bid will be valid for three months from the date of the opening of the Financial Bid.

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CONDITIONS SPECIFIC TO THE CONTRACT

1. Incomplete Bids are liable to be rejected. It means Contractor should quote for all items. If any item is missed or not quoted then its value will be considered as “ZERO” and the Contractor has to provide that item/facility free of cost.
2. The quantities mentioned in the schedule may be increased or reduced at the discretion of the NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
3. When deemed necessary, the NBT may seek clarification on any aspect from the Contractor. However, that would not entitle the Contractor to change or cause any change in the rates or any part of the Bid. The NBT may, if so desire, ask the Contractor to give presentation for the purposes of clarification of the Bid. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Contractor.
4. The Contractor, in their own interest, is advised to inspect the site and see its physical condition before submitting Bid at their own cost. If required, the leveling of the ground shall be done by the Contractor at his/her own cost.
5. The NBT will open the Bid in the presence of the Contractor or their authorized representative, who may choose to be present at the following location:

National Book Trust, India
Nehru Bhawan, 5, Institutional Area, Phase – II,
Vasant Kunj, New Delhi – 110 070

6. The successful Contractor would be handed over the site for construction of work **before 05 days before commencement of the Book Fair as per the requirement of work** and they should start the work immediately.
7. The successful Contractor must complete the work satisfactorily **one day before the commencement of the Book Fair by 1:00 p.m.** and handover the charge of the fair ground to the Officer-In-Charge of the Fair in writing. In case, no letter for handing over of the fair ground is given by the Contractor, the Trust shall consider the recommendation of the Officer-In-Charge for debiting the amount towards delay in work, if any.
8. The Contractor shall engage technically qualified personnel for executing the work.
9. Security money and performance guarantee amount shall, however, be liable to be forfeited in case the Contractor fails to complete the job within the stipulated time **or** if the job is not done satisfactorily as per the specifications. If the successful Contractor backs out after award of the contract, Earnest Money Deposit shall be forfeited and also the Contractor will be blacklisted from NBT work in future.
10. **Liquidated Damages: In case of failure to complete the job in time, NBT shall impose a penalty of Rs.10,000 per hour apart from legal action, which the Trust may deem fit. The Contractor may also be blacklisted for future work. In such situation, NBT shall have the right to make alternate arrangement for completion of the work through some other Contractor of its choice. In that event, the entire cost so incurred by the NBT for getting the work done from other Contractor, will have to be borne by the original Contractor and may be deducted from their bill or EMD/Security amount.**

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11. The dismantling of structures should begin only after written permission from the Officer-In-Charge. But, if it is done without prior permission and loss of any material or property, on the basis of complaint, if any, is brought to the notice of the Officer-In-Charge, the Contractor will be liable to compensate to the value of loss thus incurred.
12. During the period of construction/equipment/fitting, the Contractor shall have to make his own arrangement for facilities at Book Fair Ground such as water, electricity, security etc.
13. The Contractor should insure his inventory at his own cost. In the event of any accident during the execution of work or during the period of the fair, the Contractor shall not be entitled to any compensation or claim from NBT, India for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots or any other reason, whatever it may be.
14. The Contractor will be responsible for the up-keep and maintenance of the entire structure/equipment/fitting constructed by him till the end of the Fair, for which no extra payment shall be made. Breakage and damages, if any, should immediately be replaced / repaired without any extra cost.
15. Contractor should ensure that all electrical equipments, P.A. systems installed are working in order. If there is a power failure at the time of inauguration or if the P.A. system/mike/microphone/speaker, Generator Set, does not work at the time of inauguration due to any reason, then 20% of the amount of electrical bill shall be deducted as penalty. Hence, Contractor should take appropriate measures to avoid such situation.
16. 50% payment of the tender value will be made to the Contractor during the Fair, **subject to a physical verification by the officers of the NBT**. The remaining 50% payment shall be made at the Headquarters along with EMD and performance security **without any interest** on completion of Book Fair. In case, anything adverse about the contractor or his work is received by Headquarters from the Project Coordinator/Officer-In-Charge of the fair, then this 50% advance payment can be reduced or even the entire amount can be held up.
17. Income tax shall be deducted at source as applicable under the rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Annexure-2**, without which the Bid is liable to be rejected.
18. The NBT reserves the right to accept or reject any Bid, and to annul the Bid process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected Contractor on the grounds for NBT's action.
19. The NBT reserves the right to visit the Godown of the Contractor at any time before award of the job to assess the quality and quantity of the stock/material of the Bidder required for the fair.
20. The Contractor will not be allowed to sublet the work to any other Contractor for providing any component during the Fair. Likewise, no co-sharing of the job will be permitted. In such case, the Trust can impose penalty as deemed fit or even such Contractor can be blacklisted from any future bidding process of the Trust.
21. The decision of the NBT **with regard to all terms & conditions shall be final and binding.**

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22. If, at any time during performance of the contract, the Contractor should encounter conditions impeding timely execution of the work, he/she shall promptly notify the NBT in writing of the fact of delay, its likely duration and its causes. As soon as practicable, after receipt of the contractor's notice, the NBT shall evaluate the situation and may at its discretion extend the contractor's time for performance.
23. On conclusion of the Fair, the Contractor must remove the installations on 25 October 2016 after completion of the book fair. In case, the materials/items are not removed in time, necessary penalty as deemed fit shall be imposed.
24. Contractor should make insurance of its articles, manpower or other items in his own interest.
25. In the event of items not being in required quantities or specifications, penalty will be imposed as under:

A. CIVIL CONSTRUCTION

a)	Stalls	25% of the quoted rate of the component and 10% of the total bill
b)	Auditorium	
c)	Reception	
d)	Gate	
e)	For other items	15% of the quoted rate of the component

B. ELECTRICAL FITTINGS & P.A. SYSTEM

a)	For not providing specified lamps & bulbs	25% of the quoted rate of the component and 10% of the total bill
b)	Generator Set as per specification of capacity, etc.	
c)	PA System & Microphone as per specification	
d)	Other Work	15% of the quoted rate of the component

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Parameters for executing the work (Qualification Criteria)

1. Tender Fee of Rs.1,000/-
2. Earnest Money Deposit (EMD) of Rs.50,000/-
3. The tender document should be properly **indexed with page numbers.**
4. The firm has to declare the Company profile such as partnership/proprietorship/Memorandum & article of Association of the company, etc.
5. The firm should have a valid trading license for North-east and also having experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies for 3 years. Copy for documents in support of their claim should be enclosed.
6. The firm should have the experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies for 3 years **in the similar field.** Copies of the experience certificates should be self-attested and enclosed with each Tender Document.
7. The contractors should have engaged an electrical supervisor, who possesses a valid electrical supervisor license issued by the Chief Electrical Inspector of a State or any other competent authority to undertake the electrical work properly. A copy of the license of the supervisor should be attached with the Tender Document. **An undertaking should be provided on the Company's letter head stating that the Company has engaged the services of the electrical supervisor.**
8. Certified copies of last three years' balance sheet showing minimum annual turnover of ₹ 10 lakh.
9. Certified copy of Income tax returns for last three years.
10. Self-attested copy of Registration.
11. Self-attested copy of the Service Tax Number.
12. Self-attested copy of Service tax return for last one year.
13. Self-attested copy of PAN card.
14. An Affidavit of ₹ 10/- duly signed and stamped by Notary stating that the Company has not been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization is required to be enclosed **(Photocopy of the affidavit will not be accepted).** The Affidavit should not be dated older than one month from the last date of the submission of the Tender Documents.
15. Specimen Signature, Name, Address, Contact No., designation/capacity of the person signing the tender document on plain paper is required to be enclosed.

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SPECIFICATION OF WORK/ BILL OF QUANTITY

Sl. No.	Particulars	Apprx. Quantity
A.		
1.	<p><u>Stall: Size 10' x 10'</u> Waterproof superstructure with GI sheet roof of 3.3 m height with balli/bamboo posts; wooden plywood platform of 12 ft. width and 9" in height with wall to wall good quality clean carpet of uniform colour; false ceiling with Hessian cloth on wooden baton; 3' wide fascia with Hessian cloth on wooden baton over the stall on all the required sides; name fascia lettering in English/Asamiya</p> <p>a) Stalls of 10'x10', each with pre-fabricated wooden racks, consisting of three side plywood wall of uniform colour</p> <p>b) Backside and extreme side plywood wall of 8' height</p> <p>c) Plywood partition wall in between the stall of 8' height (8' to 10') 2' behind the stall cover by Hessian cloth</p> <p>d) 24 bookshelves of 9" depth and 4' length</p> <p>e) 6 CFLs in each stall</p> <p>f) One table of 3'x2' size</p> <p>g) Two folding chairs</p> <p>h) One plastic sheet or kanat of 10'x10' to cover the stall</p> <p>i) One dustbin</p> <p>j) 2 mineral water bottles (1 litre each on per stall and per day basis)</p> <p>k) One Pedestal Fan in each stall</p>	80-100
2.	<p>Chemical Toilet block 4' x4'</p> <p>With necessary tap fittings and fixtures including doors (with key and lock system) with provision of proper cleaning at least four times a day with branded toilet cleaner</p>	2
3.	<p><u>Gate</u> Size (width 20' x height 20'-25')</p> <p>Material: Bamboo/Wooden frame with traditional decoration/ thermacol work with channel gates</p>	2
4.	<p>Auditorium is required for full duration.</p> <p>a) Pandal: Size 45'x60' with water proof superstructure and false cloth ceiling with cloth side walls; wall to wall wooden platform of 9" height and wall to wall good quality clean carpet of uniform colour</p> <p>b) Backdrop in the size of 20' x 5' with flex on wooden frame with lettering on flex of approved shade</p> <p>c) Wooden platform with new synthetic carpet with needle punch of blue/red colour will be required on a built up stage; table 15'x3' with table cloth and frill in front for Dias, and 10 good VIP chairs with 4 fans</p> <p>d) Podium with frill</p> <p>e) Complete PA System and audio recording of inaugural function and other programmes (if required)</p> <p>i) Speakers</p> <p>ii) Microphone HIFI (6 fixed with stand and 2 cordless microphone)</p> <p>f) Sofa Sets (3 seater)</p> <p>g) Fibre Chairs</p>	1 1 1 1 1 12 8 4 300
5.	Carpet for floor area	3000 sq. ft
6.	Tin wall	7000 sq. ft.
7.	Cloth Wall	10000 sq. ft.

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8.	Flower Pots	100
9.	Fire Fighting Equipment (CO ₂ Water and powder mix with refilling dates).	50
10.	Dustbins (Big Size) Plastic	10
11.	List of participants on 4'x8' (one each in English & Asamiya) board	2
12.	Indicator 1½'x2' (English & Asamiya)	10
13.	Sweepers for cleaning of ground, toilet, etc. full fair (10:00 a.m. to 8:00 p.m.)	3
14.	Security personnel round the clock : a) Supervisor b) Guards (*) Rates may be given on per day basis only from 14 to 23 October 2016	1 3
15.	Steel Almirah (Big) (rates for entire duration)	1
16.	Decorated Circular Shelter Block with Thatched Roof, Wooden Platform and sitting arrangement for 5-6 persons to be installed in the open areas of the Fair Ground	10
17.	Additional Furniture for stall holders only, if demanded. (*) Wooden/steel tables 5'x2' (rates for entire duration) Folding chairs (rates for entire duration)	

(*) These rates shall not be taken into account while finalizing the tender.

B. Installation of Electrical fitting		
18.	Metal lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	50
19.	Halogen lamps with adjustable beam and angle complete with 500 watts lamps and necessary wiring	30
20.	Light points with 60 watt bulb for general lighting inside and outside with circuit control switches & necessary wiring etc. complete on main distribution & electric/diesel generator	100
21.	3 pin plug wherever necessary, with switch and necessary wiring for table lamps or for demonstration, display model lights in various sections each capable of carrying a load up to 200 watts	10
22.	Decorative LED bulbs for decoration of gate, etc.	1500
23.	<u>One 125 KVA Silent Generator set (with Fuel and Operator) for full fair duration</u>	1
	<u>One 62 KVA Silent Generator set (with Fuel and Operator) for full fair duration</u>	1
24.	Main line connection for total job from electric and generator set sources and providing a line for connection inside the stalls, illumination of Main Gate and toilet, area of the exhibition ground and any other area of the ground, if required with proper and sufficient supply from the appropriate authority. It shall be the duty of the contractor to get the temporary electric connection for the fair at his own cost. The contractor shall arrange installation of the connection, tendering of Security Deposit etc., to Government Authorities at his own cost. Only actual consumption charges will be reimbursed to contractor by NBT on production of original bill by the contractor. In case of any problem for getting electric connection, it shall be the sole responsibility of the contractor to provide adequate supply through hiring more generators at his own cost and no extra payment shall be given to contractor for hiring and providing such extra generator, if any. 50% cost of the bid amount of generator shall be deducted, if it is found that the generator provided is of less than 125 KVA.	1
25.	Street light iron poles (20'x2-½")	50
26.	CD Player (with CDs of instrumental music) & three Pin Plug Point with speakers and one mike for announcement for the full duration.	1

Requirement may increase or decrease as per decision of competent Authority.

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**Application Form
Tender No NBT/16/2016
National Book Trust, India**

Nehru Bhawan
5, Institutional Area, Phase-II, Vasant Kunj
New Delhi – 110 070

From

To

The Director,
National Book Trust, India
New Delhi – 110 070

Tender No.NBT/16/2016

Dated:

Sub.: **Submission of Tender for fabrication of stalls using bamboo framework and installation of electrical fittings, PA system, etc. on hire basis for Goalpara Book Fair to be held from 15 to 23 October 2016**

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to National Book Trust. I/We shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards the quality of service and in case of any dispute; the decision of the Director National Book Trust shall be final and binding on me/us.

As desired, the Tender Fee and EMD vide Demand Draft Nos. (1) _____ (2) _____
Dated (1) _____ (2) _____ drawn on _____ respectively in favour of National Book Trust, payable at New Delhi are enclosed. I fully understand that in the event of my/our tender being accepted, you shall adjust this earnest money in security deposit payable by me/us for the faithful and satisfactory execution of the contract.

The details of the documents as required in Chapter – 4 as submitted as under:

1. Registration Number of the Firm _____
2. Service Tax Number _____
3. PAN Card Number _____
4. Electrical License Number _____

I/WE shall have no claim to the refund of earnest money/Security prescribed against this tender in the event of my/our non-compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

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I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory services/violation of any term/terms or if I/We withdraw my tender at any stage during the period of validity.

My/our tender shall remain valid till three months from the last date prescribed for submission of the tender against the above-mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration.

I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unconditional acceptance.

Thanking you,

Yours faithfully,

Place
Date

Name
Signatures with stamp
& Full Address

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TENDER FORM - I TECHNICAL INFORMATION AND UNDERTAKING

(Delete whichever of the following is not applicable before submitting the NIT or prepare a fresh format. Tenderer may use separate sheet wherever required)

Subject: Notice inviting tender for

1. Name of the Tenderer/Concern
2. Nature of the concern
(i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization)
3. Present Address
4. Permanent Address
5. Earnest Money Amount :
6. DD No. & Date, Name of the bank/cash receipt no. of NBT, if deposited in cash
7. Whether each page of NIT and its Annexure have been signed and stamped.
8. Proposed date to start work **10 October 2016**.
9. List of Major Customers may be given on a separate sheet and proof of satisfactory execution of work.
10. Proof of the last three years' turnover of the firm which should not be less than Rs.10 lakh each continuously for the preceding three years.
11. Permanent Account Number
12. Whether copies of authenticated balance sheet for the past three years enclosed _____.
13. Copies of the service tax returns for the last three years. There is no need to submit documents if already submitted in the current financial year.
14. Experience certificate of supplier covering execution to various State Govt./Central Government.
15. The Supply Order from the concerned Unit/Deptt. should be submitted, in support of the experience.
16. Declaration in Affidavit on Non Judicial Stamp Paper of Rs.10/- duly countersigned by Notary that they have not been banned or debarred by any Govt./Quasi Government Department or PSUs & all documents/information submitted by them are genuine and correct.
17. Any other information important in the opinion of the tenderer.

(Signature of Tenderer with stamp of the firm)

Date

Place

UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the NBT and shall abide by them.
2. I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

(Signature of the tenderer with stamp of the firm)

Date

Place

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PRICE SCHEDULE FOR GOALPARA BOOK FAIR

Sl. No.	Particulars	Rate per unit/per sq. meter	Apprx. Quantity	Total Amount / Lump sum for full duration (□)
1.	<p><u>Stall: Size 10' x 10'</u> Waterproof superstructure with GI sheet roof of 3.3 m height with balli/bamboo posts; wooden plywood platform of 12 ft. width and 9" in height with wall to wall good quality clean carpet of uniform colour; false ceiling with Hessian cloth on wooden baton; 3' wide fascia with Hessian cloth on wooden baton over the stall on all the required sides; name fascia lettering in English/Asamiya</p> <p>a) Stalls of 10'x10', each with pre-fabricated wooden racks, consisting of three side plywood wall of uniform colour b) Backside and extreme side plywood wall of 8' height c) Plywood partition wall in between the stall of 8' height (8' to 10') 2' behind the stall cover by Hessian cloth d) 24 bookshelves of 9" depth and 4' length e) 6 CFLs in each stall f) One table of 3'x2' size g) Two folding chairs h) One plastic sheet or kanat of 10'x10' to cover the stall i) One dustbin j) 2 mineral water bottle (1 litre each on per stall per day basis) k) One Padestal Fan in each stall</p>		80-100	
2.	<p>Chemical Toilet block 4' x4' With necessary tap fittings and fixtures including doors (with key and lock system) with provision of proper cleaning at least four times a day with toilet cleaner</p>		2	
3.	<p><u>Gate</u> Size (width 20' x height 20'-25' Material: Bamboo/Wooden frame with traditional decoration/ thermocol work with channel gates</p>		2	
4.	<p>Auditorium is required for full duration.</p> <p>a) Pandal: Size 45'x60' with water proof superstructure and false cloth ceiling with cloth side walls; wall to wall wooden platform of 9" height and wall to wall good quality clean carpet of uniform colour</p>		1	
	<p>b) Backdrop in the size of 20' x 5' with flex on wooden frame with lettering on flex of approved shade</p>		1	
	<p>c) Wooden platform with new synthetic carpet with needle punch of blue/red colour will be required on a built up stage; table 15'x3' with table cloth and frill in front for Dias, and 10 good VIP chairs with 4 fans</p>		1	
	<p>d) Podium with frill</p>		1	

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	e) Complete PA System and audio digital recording of inaugural function and other programmes (if required) i) Speakers ii) Microphone HIFI (6 fixed with stand and 2 cordless microphone)		1 12 8	
	f) Sofa Sets (Three Seater)		4	
	g) Fibre Chairs		300	
5.	Carpet for floor area		3000	
6.	Tin wall		7000 sq. ft.	
7.	Cloth Wall		10000 sq. ft.	
8.	Flower Pots		150	
9.	Fire Fighting Equipment (CO ₂ Water and powder mix with refilling dates). One equipment shall be placed between two stalls and can be increased or decreased as per of participant participating.		50	
10.	Dustbins (Big Size) Plastic		10	
11.	List of participants on 4'x8' (one each in English & Asamiya) board		2	
12.	Indicator 1-1/2'x2' (English & Asamiya)		10	
13.	Sweepers for cleaning of ground, etc. full fair (10:00 a.m. to 8:00 p.m.)		3	
14.	Security personnel round the clock : a) Supervisor b) Guards (* Rates may be given on per day basis only from 14 to 23 October 2016)		1 3	
15.	Steel Almirah (rates for entire duration)		1	
16.	Decorated Circular Shelter Block with Thatched Roof, Wooden Platform and sitting arrangement for 5-6 persons to be installed in the open areas of the Fair Ground		10	
17.	Additional Furniture for stall holders only, if demanded Wooden/steel tables 5'x2' (rates for entire duration) Folding chairs (rates for entire duration)			
18.	Metal lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring		50	
19.	Halogen lamps with adjustable beam and angle complete with 500 watts lamps and necessary wiring		30	
20.	Light points with 60 watt bulb and reflectors for general lighting inside and outside with circuit control switches & necessary wiring etc. complete on main distribution & electric/diesel generator		100	
21.	3 pin plug wherever necessary, with switch and necessary wiring for table lamps or demonstration, display model lights in various sections each capable of carrying a load up to 200 watts		10	
22.	Decorative LED bulbs for decoration of gate, etc.		1500	
23.	One 125 KVA Silence Generator set (with Fuel and Operator) for full fair duration		1	
	One 62 KVA Silence Generator set (with Fuel and Operator) for full fair duration		1	

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24.	Main line connection for total job from electric and generator set sources and providing a line for connection inside the stalls, illumination of Main Gate and toilet, area of the exhibition ground and any other area of the ground, if required with proper and sufficient supply from the appropriate authority. It shall be the duty of the contractor to get the temporary electric connection for the fair at his own cost. The contractor shall arrange installation of the connection, tendering of Security Deposit etc., to Government Authorities at his own cost. Only actual consumption charges will be reimbursed to contractor by NBT on production of original bill by the contractor. In case of any problem for getting electric connection, it shall be the sole responsibility of the contractor to provide adequate supply through hiring more generators at his own cost and no extra payment shall be given to contractor for hiring and providing such extra generator, if any. 50% cost of the bid amount of generator shall be deducted, if it is found that the generator provided is of less than 125 KVA.		1	
25.	Street light iron poles (20'x2½")		50	
26.	CD Player (with CDs of instrumental music) & three Pin Plug Point with speakers and one mike for announcement for the full duration.		1	

NOTE: -

1. Rates for the items 4 (a) to (g) for one day as well as for full duration including inaugural day may be mentioned.
2. The last column of total amount should not be left blank, otherwise it will be taken as ZERO.
3. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc. except service Tax which shall be paid on rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule.

(SIGNATURE OF THE CONTRACTOR)
(WITH SEAL)

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