



राष्ट्रीय पुस्तक न्यास, भारत  
मानव संसाधन विकास मंत्रालय, भारत सरकार  
**NATIONAL BOOK TRUST, INDIA**  
Ministry of Human Resource Development, Govt. of India

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

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## New Delhi World Book Fair (7 – 15 January 2017)

### **TENDER NOTICE for designing and fabrication of THEME PAVILION (MANUSHI: A Collective Exhibit of Books written on and by Women) Hall-7E, and EXHIBITION ON 60 YEARS OF NBT at Hall- 7A and Foyer-B**

The National Book Trust, India (NBT), an autonomous organization under Ministry of Human Resource Development, Govt. of India invites sealed Tenders/Bids for designing and fabrication of **Theme Pavilion on titled ‘MANUSHI: A Collective Exhibit of Books written on and by Women in Hall No.7(E)’ and ‘Exhibition on 60 Years of NBT’ at Hall- 7A and Foyer-B** as per requirement for New Delhi World Book Fair to be held from 7 – 15 January 2017 at Pragati Maidan, New Delhi on the prescribed tender form as per specifications given in **Annexure-I**. Please see the attached **Concept Note in brief**.

The Tender Document can be obtained from the office of the **Deputy Director (Exhibition), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase – II, New Delhi – 110070** from **24 November to 14 December 2016** on any working day **between 9.30 a.m. to 5.00 p.m.** on payment of ₹1000/- in cash (Non-Refundable) or by demand draft/pay order in favour of “National Book Trust, India” payable at New Delhi. The Tender document can also be downloaded from the Trust’s Website: [www.nbtindia.gov.in](http://www.nbtindia.gov.in) and [www.eprocurement.gov.in](http://www.eprocurement.gov.in) website. The Tenders/Bids will be received **till 10:00 a.m. on 15 December 2016** in the office of the Deputy Director (Exhibition) or can be dropped in the Tender Box placed at the Reception of the Trust.

#### **Schedule of Tender:**

Sl. No.	Tender Schedule	Date and time
1.	Date of Issue of Tender document	24-11-2016 to 14-12-2016 till 5:00 p.m.
2.	Date of submission of Tender Form	15-12-2016 till 10:00 a.m.
3.	Date of opening Technical Bid	15-12-2016 at 11.00 a.m.
5.	Earnest Money Deposit	₹ 50,000/-

The Contractor(s), who qualifies (qualify) the technical terms of the Tender document, will be intimated for opening of the Financial Bids.

Any modification/corrigendum issued with regard to this tender document shall be uploaded on NBT website: [www.nbtindia.gov.in](http://www.nbtindia.gov.in) only. Bidders/Contractors are, therefore, requested to visit the website regularly till the last stipulated date of issuance of the tender document for ascertaining any modification/corrigendum issued in this regard.

The Director NBT reserves the right to accept/reject any or annul the entire tender process without assigning any reason.

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

**TERMS AND CONDITIONS for designing and fabrication of  
THEME PAVILION (MANUSHI: A Collective Exhibit of Books written on and by  
Women) Hall-7E and EXHIBITION ON 60 YEARS OF NBT at Hall- 7A and Foyer-B**

1. The tender shall be submitted on the prescribed tender form (**Annexure-1**).
2. If the cover of the tender is not sealed and marked, the NBT will assume no responsibility for the misplacement or premature opening of the Tender.
3. The tenderer should clarify whether the individual signing the tender or other documents in connection with the tender signs as:
  - 3.1 A “sole proprietor” of the firm or constituted attorney of such sole proprietor, or
  - 3.2 A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the partners, or
  - 3.3 Director or a principal officer duly authorized by the Board of Directors of the Company.
  - 3.4 The tender should be signed either by the proprietor or by his authorized representative. In case of the latter, an authority letter should be enclosed with the tender.
4. Incomplete tenders are liable to be rejected. It means Tenderer should quote for all items. If any item is missed or not quoted, the entire Tender will stand rejected.
5. The quantities mentioned in the schedule may either be increased or reduced at the discretion of the NBT. However, for the reduced quantity no claim shall be entertained and if considered necessary, any item could be dropped completely and for such item(s) too, no claim will be entertained.
6. The tenderers should fill the rates both in figures as well as in words. The tender form may be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted. Corrections, if any, should be attested by the tenderer with his initials.
7. If there is a discrepancy in rates between words and figures, the amount in words will prevail.
8. When deemed necessary, the NBT may seek clarification on any aspect of the Tender from the tenderers. However, that would not entitle the tenderer to change or cause any change in the price quoted. The NBT will ask the tenderer to give presentation for the purposes of clarification of the tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the tenderer.
7. The minimum turnover of the contractor should be at least ₹ 1.00 crore per annum during the last three years.

8. The Tenderers, in their own interest, are advised to inspect **Hall No.7-E** of Pragati Maidan for designing and fabrication of **“Theme Pavilion” and Hall No.7(A) and Foyer-B for “Exhibition of 60 Years of NBT” and the tree outside Foyer-A** before submitting tenders to the NBT. **They should also go through the attached Concept Note** for clear understanding of the essence of the theme. For further information/clarification, the Tenderer may contact Deputy Director (Art), NBT, India who will solely be responsible for aesthetic part of the Theme Presentation.
9. **It is mandatory to submit at least 12 color A3 Size detail Artworks/prints (using 3D Max, 4 prints each of various angles of the 7 E theme, 7A (8 mtrsX 15 mtrs) and the Foyer-B of Hall 7) on Various projections/ elevation of the pavilion/ exhibition (i.e. Top view, side view, front view, back & front –upper view etc.) with the technical bid as conceptual and aesthetic presentation of the Concept and Design of the concerned Pavilions. Technical bids will be evaluated on the composite ground of the Tenderer’s technical component and the presentation given. All the 3D MAX works should be based on the Model and the floor plan.**
10. NBT will interact with the Creative/Execution Team of the Tenderers, if required, to clarify designing points.
11. The NBT will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
12. A tender determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the tenderer by correction of the non-conformity.
13. The NBT may waive any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other tenderers. The decision of the NBT in this regard will however be final.
14. **Earnest Money**  
Earnest Money Deposit (EMD) amount of ₹ 50,000/- is to be deposited with the tender in the form of Demand Draft/Banker's Cheque payable at New Delhi and drawn in favour of National Book Trust, India, otherwise the tender is liable for rejection without any notice. **E.M.D in the form of Bank Guarantee or any other form is not acceptable.**
15. **Liquidated Damages**  
Work must be completed **by 1:00 p.m. on 6 January 2017** in all respects. **Failure to do so will entitle the NBT to impose a penalty of ₹ 10,000/- per hour on the contractor and he may be blacklisted for future work.** In addition, the Performance Guarantee Deposit and EMD shall also stand forfeited. Further, failure on the part of the contractor to complete the job in accordance with the terms and conditions set out and within the specified time schedule will confer on the NBT the right to get the work done through another contractor, in which event the entire cost/ damages so incurred by the NBT will have to be paid by the first contractor.
16. It will be the responsibility of the successful contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at her/his own cost. He should take necessary precautions to safeguard against possible hazards/ accidents.
17. **The tenderer is advised to see the 3D Model/Projection View/Floor Plan of the Theme Pavilion in the Art Cell at National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.**

18. The quality of material to be used for the designing and fabrication of Theme Pavilion should conform to the approved 3D Model/Projection View/Floor Plan. Any deviation in quality will render the contractor liable to penalty as may be decided by the Trust. The decision of the Trust in this regard shall be final and binding on the contractor.
19. The contractor shall engage technically competent personnel for executing the work.
20. The NBT will award the contract to the tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
21. Before award of the contract, the successful tenderer will be required to deposit Performance Guarantee (refundable) a sum equivalent to 10% of the value of the contract in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at Delhi. The Performance Guarantee deposit shall be released by the NBT after successful completion of the contract in all respects.
22. The security money shall be forfeited in the event the contractor either 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 opening the quotations or on award of the contract, Performance Guarantee is liable to be forfeited.**
23. During the period of construction of all three Pavilions, the contractor shall have to make her/his own arrangement for various amenities necessary for the smooth execution of the work.
24. The contractor will be responsible for the up-keep and maintenance of the entire structure of Theme Pavilion constructed by her/him till the end of the Fair, for which no extra payment shall be made. Breakage and damages, if any, shall immediately be replaced/repared by the contractor without any extra cost.
25. The payment of the billed amount will be made subject to a physical verification by the officers of the NBT.
26. Documentary evidence of the tenderer being a registered/approved contractor is required to be submitted with the bid.
27. The copies of the Service Tax Registration Number and Service Tax Return **(for last one Year)** should also be submitted with the Technical bid.
28. TDS shall be deducted at source as applicable under the rules. **Copy of the Permanent Account Number (PAN) issued by the Income Tax Authorities must be enclosed with the Bid**, without which the tender is liable to be rejected.
29. Certified copy of last three years balance sheet showing minimum annual turnover of  1.00 crore each yearly continuously to be attached with the bid.
30. Certified copy of Income Tax Return for last 03 years.
31. Declaration in **Affidavit on Non Judicial Stamp Paper of 10/-** duly countersigned by Notary that they have not been banned or debarred or blacklisted by any Govt./Quasi Government Department , PSUs or Autonomous Organization is required to be enclosed **(Photocopy of the affidavit will not be accepted)**.
32. The company/firm should have the experience of similar work with Central / State Govt. / PSU / Autonomous Bodies within India and abroad for three years.

33. The NBT reserves the right to accept or reject any tender, and to annul the tender process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected tenderer or tenderers on the grounds for NBT's action.
34. **All the three Pavilions must be dismantled and the material removed by 11:59 P.M. on 15 January 2017 failing which suitable penalty will be imposed to the contractor as charged by the ITPO.**
35. Any loss to the NBT or to the Fair participants due to the negligence/lapse on the part of the contractor shall be borne by the contractor. Alternatively, the amount of loss will be deducted from the amounts payable to the contractor. The Tenderer should get public liability insurance for the Theme Pavilion.
36. The NBT reserves the right to accept/reject any/all the tenders without assigning any reason.
37. **Validity of the bid**  
The bid submitted by the tenderers shall be valid for a minimum period of three months from the date of opening of the bid.
38. **Arbitration**  
That it has been mutually agreed between the Director, NBT and the Firm/Vendor that any dispute arising out of this acceptance shall be referred to for Arbitration to the Chairman, NBT and his decision shall be binding on the Firm/Vendor. The Firm/Vendor shall not raise any question of competence of Chairman, NBT to act as the sole Arbitrator in such dispute(s).
39. **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(s) can be blacklisted from applying to any future bids/tender of the Trust.
40. **Legal Jurisdiction**  
Any legal dispute will be subject to jurisdiction of Delhi Courts only and no other Court shall have the jurisdiction.

## **ESSENTIAL PARAMETERS FOR EXECUTING THE WORK (QUALIFICATION CRITERIA)**

The following documents are requested to be enclosed with the Tender Document.

1. The tender document should be properly **indexed with page numbers**.
2. The firm / contractor should be registered and in existence for at least 3 years.
3. Tender Fee and EMD (separate DDs).
4. Self-attested copy of the PAN Card.
5. Self-attested copy of Service Tax Registration Number.
6. Self-attested copies of Service Tax Return for last **one** year and Registration of the firm. The turnover of the firm for last three years should be of ₹1.00 crore.
7. Certified copy of last three years' balance sheet showing minimum annual turnover of ₹ 1.00 crore each yearly continuously.
8. Certified copy of Income Tax Return for the last 03 years.
9. Declaration in Affidavit on Non Judicial Stamp Paper of ₹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 (**Photocopy of the affidavit will not be accepted**).
10. The company/firm should have experience certificate of the similar work with Central / State Govt. / PSU / Autonomous Bodies within India and abroad for **three** years.
11. **It is mandatory to submit at least 12 color A3 Size detail Artworks/prints (using 3D Max, 4 prints each of various angles of the 7 E theme, 7A (8 mtrsX 15 mtrs) and the Foyer-B of Hall 7) on Various projections/ elevation of the pavilion/exhibition (i.e. Top view, side view, front view, back & front –upper view etc.) with the technical bid as conceptual and aesthetic presentation of the Concept and Design of the concerned Pavilions. Technical bids will be evaluated on the composite ground of the Tenderer's technical component and the presentation given. All the 3D MAX works should be based on the Model and the floor plan.**
12. **The Company/Agency should have very good infrastructure to handle this kind of work. The NBT reserves the right to visit the Godown of the Contractor(s) at any time before awarding the job to assess the quality and quantity of the stock/material of the Bidder required for the fair.**
13. **The Company/Agency needs to provide One Graphic Designer (Photoshop, Coral etc.) who will work with Art Cell/Editorial of NBT for at least 15 working days before the start of the New Delhi World Book Fair 2017.**

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

**ANNEXURE-I**

**New Delhi World Book Fair (7 – 15 January 2017)**

**Quotations for designing and fabrication of  
THEME PAVILION (Collective Exhibit of Books written on and by Women) Hall-7E and  
EXHIBITION ON 60 YEARS OF NBT at Hall- 7A and Foyer-B**

Sl. No.	Specifications	Amount [ ]
1.	<p><b>Floor-</b> Raised Flooring/ Platform of 12.5 cms/5 inch, 15 cms/6 inch and 42 cms/18 inch (stone effect print vinyl on board and wooden vinyl flooring combination white and pink/blue,) Protective foil during build up period. See 3D model and floor plan (Drawing -A.)</p> <p>Carpet- wall to wall carpet (except wooden flooring area)</p>	
2	<p><b>Backwall</b> - Back side wall / outside wall will be made of Medium Density Fibre Board (MDF) with matt paint finish. Height 4mtrs (Please see 3D Model and Drawing – B, C &amp; D) with the projection of 1 ftX 1ft throughout with council LED lights, gap of 2 ft each.</p> <p><b>Pillars</b> - Pillars 8 nos. in number, Size- Height 3.5-4 mtrs. Curved Pillar Base - MDF/ fiber round &amp; square base/ top (see 3D Model and Floor Plan). Curved MDF Pillars structure with T Shaped ceiling (100 cms.) for concealed lighting (overhead lighting).</p>	
3	<p><b>Gate</b> - 2 Gates as per 3D model and Floor Plan (Drawing-A), made of MDF, POP, fiber, thermocol etc. Size- Height 400 cms with all details and lights. The gates should match with the entry pillars of ITPO at Foyer-A &amp; B. All the Entry pillars of ITPO at Foyer-A &amp; B will be covered by MDF and digital prints/ artworks .</p> <p><b>Gate 3 and Tree outside foyer</b> - A, cover by MDF and digital artwork with Thermocol cutout Books (250 books for Art installation, see picture marked-X) . Pl. visit site for the size and shape of the Gate and Tree. Size of the books may be 2 times enlarge from the original size of the books</p> <p>1 fiber/ MDF replica dummy based on the picture/ drawing of NBT'S Mobile Van as selfie stand ( size 6X 10 ft. x 2 ft. approx) on a Wooden Platform (height 5”).</p>	

4	<p><b>Special Elements</b> - 5 designer bookracks (see model) made of MDF with matt finish see picture A. See Drawing-3 for Hall No.7(A).</p> <p><b>Bookrack</b> - Book Display racks on central area &amp; side wall (both &amp; single side) (see 3D model and Drawing 1 &amp; 2). 10 Podiums are as per drawing. Concealed/hidden lighting for the Book display racks (see the drawing 1 &amp; 2, of the book racks). 2 information tables (half round) made of acrylic/glass MDF, Curved sections with translucent display (see 3D model/drawing/Floor Plan) Central information tables round (2 nos) should match with model.</p> <p><b>Digital/pictures/ Visuals</b>-36 digital prints pasted on sun board with 2-3 inch frame (see back wall drawing- B) for Foyer-B, and 16 Nos. for Hall7 E.</p>	
5	<p><b>Furniture - i)</b> Chairs - 80 in number, Center Table- 7 nos. For Office/Meeting area &amp; stage for hall-7E</p> <p>2 seater sofas with 4 centre tables 12 Chairs, 3 sets (for VIP Special sofas, center table and chairs (1 set each) For Office/Meeting area, for hall-7,Foyer-B (60 years)</p> <p>2 seater sofas with 2 centre tables 8 Chairs, 3 sets (for VIP Special sofas, center table and chairs (1 set each) For Office area, for hall-7A (60 years)</p> <p><b>Experienced Graphic Designer/ applied Artist from the Company/Agency is required to work for the Digital Artworks with the Art Cell/ Editorial section of NBT for 15 working Days before the book fair starts (NBT will provide space, Computer, A4 printer, scanner etc).</b></p> <p><b>Logos and Graphics-</b> "Graphics prints on HP high resolution self-adhesive vinyl on back wall,, near entrance, Ceiling. On the pillar (8 nos) Translight, Backlit Graphics. Front &amp; Back side on the pillar 20 nos-Graphics print on HP high resolution self-adhesive vinyl with visuals etc. back wall and information Desk. (see model, drawings)</p>	
6	<p><b>Electrical and lighting requirements-</b> For backwall - all Concealed LED lights gap of 2 ft , 75W . Electrical sockets near seating area ( 8 nos). 10 Tube light in office room, 2 LED WALL- P3 with complete sound system &amp; four side MDF mount. LED/ video wall at Foyer -A, with DVD/Pendrive player, sound system ( see model) 4 small LED / video wall with power point display system ( 3 ft X 2.5 ft approx).</p>	



7	<b>Flower pots – 100.</b> Other Elements : Dustbin- 5pc.	
8	<b>Installation &amp; Dismantling</b> Installation at site. Pavilion will be dismantled and space will be cleared by the Contractor at their own costs and as per the terms and conditions of the fair authorities.	
Taxes/Vat or any other charges if any		
<p style="text-align: right;">Total <input type="checkbox"/></p> <p>Total (in words) _____</p> <p>_____</p> <p>Quoted amount inclusive of all taxes, services, vats, permission charges, damage charges ( if any) etc.</p>		

I/We undertake to abide and be bound by the terms and conditions of the tender/contract.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

PAN: \_\_\_\_\_