

### **Deliverable:**

- a. Entire footage of New Delhi World Book Fair be in Hard Disk. (Hard disks to be provided by the vendor).
- b. HD version of Documentaries of New Delhi World Book Fair on HDD.
- c. 5 Dvds for EACH documentary and event Coverage at WBF.
- d. Mobile and Web Version of documentary, Event Coverage at WBF in DVDs and HDD.
- e. Major Events and Documentary on WBF on NBT's YouTube Channel.
- f. All Still Photography on HDD, 5 set DVD of each day.

### **TERMS AND CONDITIONS**

1. The Tender should be submitted in the prescribed Tender form (Annexure-I, II & III). Tender should be filled in only as per unit in which the rate is called for. Deviation from the prescribed unit will cause rejection of the whole Tender. Annexure-III, should be filled separately in sealed envelope.
2. Sealed bids indicating **Technical** and **Financial** in separate covers superscribing "NDWBF-2017: Tender for providing Live and Deferred live of the New Delhi World Book Fair 2017 on centrally displayed huge LED Screen and Still" and addressed to the Director, National Book Trust, India should be submitted.

#### **IMPORTANT DATES**

Date of issue of above Tender	26.10.2016 to 15.11.2016 till 5:00 p.m.
Last Date of submission of Tender	16.11.2016 till 10.00 a.m.
Date of opening of Technical & Financial Bids	16.11.2016 at 11:00 a.m

Tenderers or their authorized representatives may, if they so desire, be present during the opening of the Tenders.

3. If the cover of the Tender is not sealed and marked, NBT will assume no responsibility for misplacement or premature opening of the Bid.
4. The Tenderer shall bear all costs associated with the preparation of his/her Tender including cost of preparation for the purpose of clarification on the Tender, if so desired by NBT. NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
5. The Tenderer should clarify whether the individual signing the tender or other documents in connection with the Tender signs as:
  - 5.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietorship, or
  - 5.2 A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration of disputes concerning the business of the partnership either by virtue of the partnership deed or a power of attorney. Alternatively, the Tender should be signed

- by all the partners, or
- a. Constituted Attorney if it is a company.
  6. Incomplete Tenders are liable to be rejected. It means that Tenderer should quote for all the items. If any item is missed or not quoted, the rates for that item, would be termed as zero and the Tenderer would have to do that job free of cost.
  7. 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.
  8. If there is a discrepancy in rates between figures and words, the amount in words will prevail.
  9. Tenderers shall be required to deposit Rs.15,000/- as Earnest Money Deposit (refundable) in the form of a Demand Draft drawn in favour of National Book Trust, India, payable at Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily.
  10. When deemed necessary, NBT may seek clarification on any aspect from the tenderers. However, that would not entitle any Tenderer to change or cause any change in the rates. All expenses for preparation of documents and meetings if any, will be borne by the Tenderer.
  11. Each Tender should be accompanied by documentary proof of successfully handling such events for at least five reputed government organization/department or other MNC/Corporate bodies during the last three years.
  12. Each Tender should be accompanied by complete profile with infrastructural details.
  13. NBT may waive off 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 NBT in this regard will be final.
  14. The NDWBF 2017 work, as per NBT's requirements, shall commence with the Press Conference which is likely to be held two days or so in advance prior to start of the NDWBF 2017. The full schedule of work will be given to the selected Tenderer well in advance. However, any programme may be added or deleted due to unforeseen circumstances at any stage and the Tenderer should be ready to increase/decrease his/her manpower and machinery accordingly.
  15. All the personnel must display proper ID card with name, photograph and work assigned to them.
  16. The agency should engage experienced personnel for the job.
  17. NBT shall not provide any transport, food or any accessory for proper discharge of duties by the agency's workers.
  18. 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 competent to execute the job satisfactorily.

NBT shall however not bind itself to accept the lowest or any Tender, wholly or in part.

19. Before award of the contract the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal to 5% of the value of the contract, after adjustment of Earnest Money Deposit in the form of a Demand Draft drawn in favour of National Book Trust, India, payable at Delhi. The Security Money will be retained till conclusion of the Fair and would be refunded at the time of full and final settlement of bill(s).
20. Security money shall, however, be liable to be forfeited in the event the agency fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the requirements. If the successful bidder backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.
21. Income Tax as applicable shall be deducted at source. Permanent Account Number (PAN) allotted by the Income Tax Authorities must be mentioned in Annexure-I, without which the Tender is liable to be rejected. **PAN holder and Vendor should be the same. In case of difference letter from PAN holder is to be attached.**
22. 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 award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of NBT's action. The decision of NBT in this regard would be final and binding.
23. NBT is not bound to accept the lowest rates quoted by any Tenderer and reserves the right to accept the whole or any part of the Tender at the rates quoted.
24. NBT and the agency shall make every effort to resolve amicably by direct informal negotiations, any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subject to the jurisdiction of Delhi courts only.
25. 30% payment of total amount will be released during the fair after PVR and balance payment will be released after the fair.
26. NBT will have discretion to award the contract to more than one agency. In such a situation, other bidders shall work at the lowest accepted rate.
27. If the event of any negligence or unsatisfactory execution on the part of the agency, NBT will have the right to forfeit the Performance Security and to recover penalty as it deems appropriate from the amount payable against the agency's bill(s). If deemed necessary, the agency may also be blacklisted for future.

28. The financial proposals of only those parties would be opened whose credentials (Technical Bids) are found upto the satisfaction of the designated committee of the Trust, whose decision would be final and binding.
  
29. Validity of the bid:  
The bids submitted by the Tenderers shall be valid for a minimum period of 120 days computed from the date of opening of the bids.



राष्ट्रीय पुस्तक न्यास, भारत  
NATIONAL BOOK TRUST, INDIA  
5 Institutional Area Phase-II  
Vasant Kunj New Delhi-110070

**Annexure-I**

**TECHNICAL BID (ELIGIBILITY CRITERIA)**

1. Name of the Company /Firm and complete registered address  (a) Legal Status (Individual, Proprietary Firm, Partnership firm, Limited Company or Corporation) (b) Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof? (c) Have you or your constituent ever left the contract awarded to you incomplete? If so, give name of the contract and reason(s) for not completing the contract. (d) Have your company been ever Blacklisted?	
2. Name, Designation and Tel. No (s) of the Contact Person -Fax No(s) -e-mail address	
3. Year of commencement of Business	
4. Statutory Details (photocopy to be attached) PAN details should be matched with Vendor's details. In case of any difference the authority letter from PAN Holder is to be attached. -Registration No. of the firm -PAN no. -Service tax Registration No. -Registration no. of ESI & PF (photocopy of registration to be attached)/In case, not applicable, then an Undertaking on Rs. 50/- stamp paper duly notarized be submitted.	
5. Income Tax Returns for the last three Financial Years.	
6. Profile of dedicated team with their qualification	
7. EMD (Demand Draft) for Rs. 15,000/-	
8. License photocopies/Registration Certificate of the firm	
9. Signature of the bidder of his/her authorized signatory on each page	
10. Documentary proof of successfully handling such events for at least five govt. organization/deptt. Or other MNC/Corporate bodies in last three years.	
11. Complete profile with Infrastructural details	

12.If associated with DAVP/I&B Ministry/Indian Film Industry.	
13. Annual Turnover of last financial year (should not be less than 20 lacs), Proof of turnover is to be attached.	
14.Documentary proof of handling one world event preferably in books, culture, tourism etc.	



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**Annexure - II**

**FINANCIAL BID**

For Live and deferred live of the New Delhi World Book Fair 2017 displayed huge LED Screen/Videography and Still Photography.

**A. Press Conference:**

Sl No.	Item	Quantity	Per Piece Rate [Rs.]	Total Amount[Rs.]
1.	Camera (EX 3)	3 X 1 Day		
2.	Cameraman	3 X 1 Day		
3.	Editing Studio			
4.	Editor	1		
5.	Travelling Expenses	1 Day		
6.	Music			
7.	Graphics			
8.	Still Photography	1		
<b>Sub Total A INCLUSIVE OF ALL TAXES :</b>				

**II. CEO Speaks & Chairman's Dinner :**

Sl No.	Item	Quantity	Per Piece Rate [Rs.]	Total Amount[Rs.]
1.	Camera (EX 3)	3 X 1 Day		
2.	Cameraman	3 X 1Day		
3.	Editing Studio			
4.	Editor	1		
5.	Travelling Expenses	1 Day		
6.	Music			
7.	Graphics			
8.	Still Photography	1		
<b>Sub Total B INCLUSIVE OF ALL TAXES :</b>				

**III. LED Unit:**

Sl No.	Item	Quantity	Per Piece Rate [Rs.]	Total Amount[Rs.]
1.	8'x24' thin bazel 10m with stand and back support.	1 X 9 Days		
2	Connectivity with 3 cam multicam setup.	1 X 9 Days		

3.	Connectivity with DVD player and laptop for insertion for AV's & TVC's	1 X 9 Days		
4.	Sound system & stage fold back speakers.	1 X 9 Days		
5.	Sound Mixing Console	1 X 9 Days		
6.	Cables and wires.	1 X 9 Days		
<b>Sub Total C INCLUSIVE OF ALL TAXES:</b>				

**IV. Video Unit:**

7.	XDCAM (Sony EX3) Camera Unit	12 X 9 Days		
8.	Digital Video Switcher	1X 9 Days		
9.	Monitor	4X 9 Days		
10.	Audio Mixer	1X 9 Days		
11.	DVD Player	2X 9 Days		
12.	Hard Disk	2		
13.	Lights (Portable Led Light Setup)	2X 9 Days		
14.	Wide Lenses (J-11)	2X 9 Days		
15.	Fisheye Lenses	1X 9 Days		
16.	Transportation Expenses	9 days		
17.	Food Expenses	9 days		
18	Dolly walk	12 feet X 9 days		
<b>Sub Total D INCLUSIVE OF ALL TAXES :</b>				

**V. Still Photography Unit :**

18.	DSLR (with True Resolution : 15.1 Mp, Native Resolution :4752 X 3168 Pixel size – 22.1 um2 )	7 X 9Days		
19.	Wide, Tele, Macro and Normal Lenses.	7 X 9 Days		
20.	Transportation Expenses	9 days		
21.	Food Expenses	9 days		
<b>Sub Total E INCLUSIVE OF ALL TAXES :</b>				

**VI. Manpower:**

22.	Director	1 X9days		
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23.	Director of Photography	1 X9days		
24.	Cameraman	12X 9 Days		
25.	Sound Recordist	1X 9 Days		
26.	Script Writer	1		
27.	Voice Over Artist	1		
28.	Editing Studio	1		
29.	Editors	2		
30.	VFX & Graphic Artist	1		
31.	Music Director	1		
32.	Online Switcher Operator	1 X 9 days		
33.	Production Assistant	2X 9 days		
34.	Subtitle writer	1		
35.	Still Photographer	9 X 9 days		
<b>Sub Total F INCLUSIVE OF ALL TAXES :</b>				

**VII. You tube Channel :**

36.	Video Conversion			
37.	Upload Expenses			
38.	Internet Expenses			
<b>Sub Total G INCLUSIVE OF ALL TAXES :</b>				

Signature \_\_\_\_\_

Name and Address of the Bidder \_\_\_\_\_

Stamp \_\_\_\_\_

Date \_\_\_\_\_

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

**Check List of documents to be submitted**

1. EMD (Demand Draft) for Rs. 15,000/-
2. Copies of Income Tax Returns filled/ Balance Sheets for the last three years
3. License photocopies/Registration Certificate of the firm.
4. Signature of the bidder of his/her authorized signatory on each page.
5. Documentary evidence in support of Eligibility Criteria & term & Conditions
6. PAN (attested photocopy of PAN Card). PAN/Vendors details should be the same. In case of any difference, letter from the PAN Holder must be attached.

7. **Copy of Service Tax Registration (ST-2 form)**
8. **Copy of Registration no. of ESI & PF (photocopy of registration to be attached)/In case, not applicable, then an Undertaking on Rs. 50/- stamp paper duly notarized be submitted**
9. **Complete profile with Infrastructural details**
10. **Documentary proof of successfully handling such events for at least five reputed government organization/departments or other MNC/Corporate bodies in last three years.**
11. **Documentary proof of handling one world event preferably in books, culture, tourism etc.**
12. **Documentary proof of annual turn over not less than 20 lacs should be attached.**
13. **30% payment of total amount will be released during the fair after PVR and balance payment will be released after the fair.**

**Signature of the  
Tenderer  
With official Seal:  
Telephone No. and date:**

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NATIONAL BOOK TRUST, INDIA  
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Annexure - III

FINANCIAL BID

**For Plasma, Projector in New Delhi World Book Fair 2017, should be sealed separately, and clearly subscribe on the envelop**

**“Financial Bid for Plasma & Projector”.**

Sl No.	Item	Rate per day	Size in inches			Rate per item [Rs.]	Total Amount[Rs.]
1.	Plasma	1	<u>32”</u>	<u>42”</u>	<u>56”</u>		
2.	Projector with screen	1					
3.	DVD Player						
4.							
5.							
6.							
7.							
8.							
			<b>Sub Total A INCLUSIVE OF ALL TAXES :</b>				

Signature of the Tenderer  
With official Seal:  
Telephone No. and date: