



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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TENDER NOTICE FOR DESIGNING AND FABRICATION OF THEME PAVILION ON CHILDREN'S LITERATURE

National Book Trust, India (NBT), an apex body under Ministry of Human Resource Development, Govt. of India invites sealed Tender/Bid for designing and fabrication of Theme Pavilion on Children's Literature in Hall No.7E as per requirement for New Delhi World Book Fair to be held from 15 – 23 February 2014 at Pragati Maidan, New Delhi.

In this connection, NBT invites sealed tender, on the prescribed tender form for designing and fabrication of Theme Pavilion on Children's Literature as per specifications given in Annexure-I. The Theme for this year's New Delhi World Book Fair is "Kathasagara – Celebrating Children's Literature. Please see the concept note attached.

The Tender Document can be had 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 January to 3 February 2014 on any working day between 9.30 a.m. to 4.00 p.m. on payment of ₹ 1000/- in cash or by demand draft/pay order.

The tenders/bids will be received latest by 3 February 2014 till 11.00 a.m.

The tenders/bids will be opened on 3 February 2014 at 11:30 a.m. in the Conference Room of the Trust. The Tender document can also be downloaded from our Website: www.nbtindia.gov.in.

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

NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN, 5, INSTITUTIONAL AREA
VASANT KUNJ PHASE-II, NEW DELHI-110070

THEME PAVILION ON CHILDREN'S LITERATURE IN HALL NO.7E AS PER
REQUIREMENT FOR NEW DELHI WORLD BOOK FAIR TO BE HELD FROM
15 – 23 FEBRUARY 2014 AT PRAGATI MAIDAN, NEW DELHI

TERMS AND CONDITIONS OF THE TENDER FOR DESIGNING AND
FABRICATION OF THEME PAVILION ON CHILDREN'S LITERATURE

TERMS AND CONDITIONS

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 tender's misplacement or premature opening.
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 Constituted Attorney if it is a 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 be 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.
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 from the tenderers. However, that would not entitle the tenderer to change or cause any change in the price quoted. The NBT may, if so desired, 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.
9. The minimum turnover of the contractor should be at least ₹ 50.00 lakhs per annum during the last three years.
10. The tenderers, in their own interest, are advised to inspect Hall No.7E of Pragati Maidan for designing and fabrication of Theme Pavilion before submitting tenders to the NBT. For further information, please contact Deputy Director (Art), NBT, India.
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 ₹ 30,000/- 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 14 February 2014 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 to it the Performance Guarantee and EMD shall 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 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 his own cost. He should take necessary precautions to safeguard against possible hazards/ accidents.

17. The successful tenderer may see the enclosed 3D Max presentation/Floor Plan of the Theme Pavilion on Children's Literature approved by the NBT before execution of the work. The same can also be downloaded from our website: www.nbtindia.gov.in
18. The quality of material to be used for the designing and fabrication of Theme Pavilion should conform to the approved 3D Max presentation/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 Theme Pavilion, the contractor shall have to make his own arrangement for various amenities necessary for the smooth execution of his work.
24. The contractor will be responsible for the up-keep and maintenance of the entire structure of Theme Pavilion constructed by 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 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 and of his having done work of a similar nature in India and abroad.**
27. 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 1**, without which the tender is liable to be rejected.

28. 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.
29. The decision of the NBT in this regard would be final and binding.
30. **The Theme Pavilion must be dismantled and the material removed by 9:00 A.M. on 24 February 2014.**
31. The NBT and the contractor 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 subjected to the jurisdiction of Delhi courts only.
32. Any loss to the NBT 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.
33. The NBT reserves the right to accept/reject any/all the tenders without assigning any reason.
34. **Validity of the bid**
The bid submitted by the tenderers shall be valid for a minimum period of 30 days computed from the date of opening of the bid.
35. **Arbitration**
That it has been mutually agreed between the Director, NBT and the Firm/Supplier that any dispute arising out of this acceptance shall be referred to for Arbitration to the Chairman, NBT address and his decision shall be binding on the Firm/Vendor. The Firm/Vendor shall not raise any question of competence of Chairman, NBT do act as sole Arbitrator.
36. **Legal Jurisdiction**
Any legal dispute will be subject to jurisdiction of Delhi Courts and no other Court shall have the jurisdiction.

NEW DELHI WORLD BOOK FAIR, 2013
15 - 23 February 2014 at Pragati Maidan, New Delhi

DESIGNING AND FABRICATION OF THEME PAVILION ON CHILDREN'S
 LITERATURE IN HALL NO.7E AS PER REQUIREMENT

PROFORMA

Sl. No.	Specifications	Amount [₹]
1.	<p>Floor</p> <p>i) Raised Flooring/ platform of 85 mm/3.50 - 4 inch (vinyl/ carpet on board/wooden vinyl flooring combinatiion, (See Floor Plan). Size-36 ft x 48 ft.</p> <p>ii) Carpet – wall to wall carpet (except wooden platform area) colum gray and camel brown/Red.</p> <p>iii) Children’s Activity area - Size 10 ft X 15 ft, height 10 inch with steps, and colour bamboo railing height 2 ft.</p> <p>iv) Stage - 18 ft x 15 ft, height 2 ft with steps.</p>	
2	<p>Walls & Fascia</p> <p>All Backwalls, side walls & fascias will be made of medium Density Fibre Board (MDF) / ply with white / organge colour paint finish 3 mt. (10 ft approx.) high. Display Board (MDF / Play 6 mm), 6 ft x 4 ft, 6 ft x 9 ft. Main entry gate fascia (2) will be coloured Backlit, ceiling, side wall as per the drawing (See Marked–C in Floor Plan), Piller (4 Nos.) will be covered with MDF and digital prints, tharmacol cutout types, logos and digital graphics prints on self-stand MDF / ply board of 6 mm (see Floor Plan).</p> <p>Please see floor Plan special MDF wall covered area up to the roof (See marked-D in Floor Plan) – (A/c duct pipe and other item to be covered in Hall No.7E).</p> <p>2 MDF / Ply Display Board. Size 24 ft x 6 ft, self-stand (see drawing E) for outside the Foyer A.</p> <p>Book display racks - Pl. follow the pictures, Floor Plan for drawings and colour, back to back books display along with the light fitting / install area drawing.</p> <p>5 Book display table (size 2 ft x 4 ft, height 2 ft.)</p>	
3	<p>Special Elements</p> <p>Mounting of Original Pictures/illustrations, (size 12 inch x 18 inch, 40 Nos.) with wooden frame, size 1 inch. 3 Canvas (size 4 ft x 8 ft) with 3 aisle, 3 podiums (size 1 ft x1.5 ft, height 2 ft.)</p>	

4	<p>Furniture - i) Meeting Chairs, Meeting Tables, 3 seater sofas, 1 seat sofa with centre tables, podium (Furniture should match the floor plan/ visualizations)</p> <p>75 wooden podium for seating- size 1 ftX1 ft, height 1 ft</p> <p>75 fibre cube wooden podium for seating- size 15 inch, height- 1.5 ft</p> <p>OR</p> <p>75 COLOURED MORA' for seating, size 12 INCH</p> <p>75 COLOURED MORA for seating, size 18 INCH</p>	
5	<p>Logos and graphics - "120 Graphics prints on HP high resolution self-adhesive vinyl on Sun Board MDF Display Boards, book rack fascia wall / Oval fascia near entrance or Backlit / LED from foyer A & B. Self-adhesive graphics with name (See Floor Plan)</p> <p>Electrical and lighting requirements : Arm Spot lights / concealed 75 W spot lights 35 watts (warm yellow colour) above Book Display rack / graphic / painting, every book rack consisting of hidden tube light.</p> <p>Metal light 250 watt – (25-30 Nos.) 75 watt arm spot lights on Ceiling pipes (overhead lighting) - 150 Nos.</p> <p>4 Electrical sockets near office / information counter – 1 self-stand LED wall with complete sound system and DVD / Pen Drive Player.</p>	
6	Backdrop - 8 ft x 12 ft, one LED 5 with player (installed in office area) wall mounted with complete operating system	
7	Flower pots - 50 flower pots Other Elements: Dustbin - 6pc (small)	
8	Installation & Dismantling Installation at site, Pavilion will be dismantled and space will be cleared by the Contractor at its own costs and as per the terms and conditions of the fair authorities	
9	Taxes/VAT or any other charges, if any	
Total Rs.		
Total (in words) (Quoted amount inclusive of all taxes, services, vats, permission charges etc.)		

Date:
Place:

Signature:
Name:
Address:
PAN :

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