

Tender Cost :Rs. 1000/-(Non-Refundable)
(Including GST)



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

NOTICE INVITING TENDER

Sub: Invitation of Sealed Tender/Bid for hiring, display & maintenance of New Delhi World Book Fair 2018 Roll up Standees at 50 Delhi Metro Stations for a period of 20 days from 26th December 2017 to 14th January 2018.

National Book Trust, India (NBT), an autonomous organization under Ministry of Human Resource Development, Govt. of India invites sealed Tender/Bid towards hiring of 100 Roll up standees with heavy aluminium frame of 2.1 kg. in size of 2.5 (width) x 6 (height) feet with star Flex to promote New Delhi World Book Fair 2018 at 50 Delhi Metro Stations for a period of 20 days from 26th December, 2017 to 14th January 2018. Printed posters supplied by National Book Trust, India will also need to be delivered to 50 Metro Customer Care Centres.

The Tender Document can be collected from the Office of the Assistant Director (PR), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase-II, New Delhi – 110070 **from 10 November 2017 to 30 November 2017** on any working day between 9.30 a.m. to 5.00 p.m. on payment of Rs. 1000/- (including GST) in cash or by demand draft/pay order (Non-Refundable) favouring National Book Trust, India payable at New Delhi/Delhi.

The Technical and Financial Bids should be sealed in separate envelopes both of which should be placed in one large envelope and sealed properly. The main sealed tenders/bids should be superscribed with “**Tender for Branding of NDWBF 2018 Roll up Standees at various Metro Stations**” and addressed to the Assistant Director (PR), National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070 **latest by 01 December 2017 till 10.00 a.m.** or should be dropped in the Tender Box placed at the Reception of NBT, India Headquarters. Any modification /corrigendum issued with regard to this tender document shall be uploaded on NBT website: www.nbtindia.gov.in only.

The Bids shall be opened on 01 December 2017 at 11.00 a.m. at NBT India, New Delhi.

The Tender document can also be downloaded from NBT Website www.nbtindia.gov.in and from www.eprocurement.gov.in and submitted with separate demand draft/pay order towards Tender cost Rs. 1000/- (Non-Refundable) including GST.

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

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

This tender is not transferable.

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

ANNEXURE - 1

Check list of supporting documents
(Please do tick mark in relevant columns)

Sr. No	Name of Documents	Yes	No	Page No.
1	Tender fee including GST @ 18%			
2	Complete profile of the Firm			
3	Annual Turnover of Rs.15.00 lakhs for the last two Financial Years with Audited Accounts Proof attached.			
4	Copy of Income Tax returns for the three preceding financial years upto 2016-17.			
5	Copy of 3 years experience and work orders of similar job executed by the firm for Government of India, State Government, and other reputed organizations.			
6	Signed and stamped affidavit in original stating that the bidding firm/ agency has not been blacklisted/ deregistered or debarred by any Govt. department/ Institution.			
7	Copy of PAN Card.			
8	GSTN Registration Certificate.			
9	Registration Certificate of the Company/Firm.			
10	A copy of this tender document duly signed and stamped by authorized signatory of the bidding firm/ agency as a token of acceptance of all terms and conditions of this tender.			
11	One original cancelled cheque			

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

SIGNATURE AND STAMP OF TENDERER

ANNEXURE - 2

**FINANCIAL BID FOR HIRING OF AGENCY / FIRM FOR DISPLAY OF NDWBF 2018
HIRING, DISPLAY & MAINTENANCE OF ROLL UP STANDEES AT 50 DELHI
METRO STATIONS FOR A PERIOD OF 20 DAYS FROM 26TH DECEMBER 2017 TO
14TH JANUARY 2018.**

Sl. No	Item Details	Quantity	Unit Rate (All taxes shown separately) (Rs.)	Total Cost (Rs.) (including taxes)
1	Roll up standees in heavy aluminium frame (2.1 kg) with the multi-colour advertisement of New Delhi World Book Fair-2018 printed on star flex in size 2.5 feet (width) x 6 feet (height) to be installed aprox. 50 Delhi Metro Stations maintained and monitored for period of 20 days, and to be dismantled at the end of the campaign at their own cost. (Unit cost will include the cost of Roll up standee frame in given dimension + printing on star flex + transportation, installation, maintenance and GST).	100		

***Number of Standees may increase or decrease.**

Quantum of Work:

1. Standees to be installed at all 50 identified Delhi Metro Stations by the agency/firm.
2. The content of the design, in soft copy, will be displayed only after approval of NBT, India.
3. Designing the standees will be done by successful bidder under the guidance of NBT, India.
4. Agency will quote cost of Roll up standees + printing on star flex + transportation, installation, maintenance and GST.
5. The firm shall be responsible for maintenance, repairing or re-installation of standees.
6. All duties, taxes, another levies, labour charges, display charges and transportation charges payable by the bidder shall be included in the item rate.
7. Standees on display at location shall be photograph with date and provided at the time of campaign.
8. NBT, India can send own personnel to monitor the execution process.
9. Third party monitoring will be done and only after its recommendation the payment will be released.

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

**SIGNATURE AND SEAL OF THE BIDDER
NAME & ADDRESS**

**DATE:
PLACE :**