



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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Chapter - 1

NOTICE INVITING TENDER FOR FABRICATION OF AUTHOR'S CORNER

National Book Trust, India (NBT), an autonomous organization under Ministry of Human Resource Development, Govt. of India invites sealed **Tenders/Bids** for fabrication of **Author's corner** in various Halls 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**.

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 **28 October to 24 November 2016** on any working day between 9.30 a.m. and 5.00 p.m. on payment of ₹ 1000/- in cash or by demand draft/pay order. The Tender document can also be downloaded from our Website: www.nbtindia.gov.in and www.eprocurement.gov.in website. The tenders/bids will be received by **25 November 2016 till 10:00 a.m.** 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	28 October – 24 November 2016 till 5:00 p.m.
2.	Date of submission of Tender Form	25-11-2016 till 10:00 a.m.
3.	Date of opening Technical Bid	25-11-2016 at 11:00 a.m.
4.	Earnest Money Deposit	₹ 25,000/-

The Technical Bids shall be opened on 25-11-2016 at 11:00 a.m. in the presence of the Contractors or their representatives who wish to be present. The technical bids shall be scrutinized by the Committee on various parameters constituted for the purpose.

The Financial bids of those contractors whose technical bids are acceptable to NBT shall alone be opened and the decision of NBT in this regard shall be final and binding. **The date of opening of Financial Bids shall be conveyed to the successful bidder(s), who qualify in the Technical Bid(s).**

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



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Author's Corner in various Halls as per requirement for New Delhi World Book Fair to be held from 7 – 15 January 2017 at Pragati Maidan, New Delhi

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 Contractor 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 Contractor 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 Contractors 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 Contractor 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 Contractors. However, that would not entitle the Contractor to change or cause any change in the price quoted. The NBT may, if so desired, ask the Contractor 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 Contractor.
9. The minimum turnover of the contractor for last three years should be ₹ 1.00 crore.
10. The Contractors, in their own interest, are advised to inspect the 3D model of Author's Corner at NBT's office before submitting tenders.
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 Contractor 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 Contractors. The decision of the NBT in this regard will however be final.
14. **Earnest Money Deposit**
Earnest Money Deposit (EMD) of ₹ 25,000/- is to be deposited with the Tender in the form of Demand Draft/Pay Order drawn in favour of National Book Trust, India payable at New Delhi, otherwise the tender is liable for rejection without any notice.
15. **Liquidated Damages**
Work must be completed **by 2:00 p.m. on 6 January 2017** in all respects. **Failure to do so will entitle the NBT to impose a penalty of ₹10,000.00 per hour on the contractor and he may be blacklisted for future work.** In addition to this, the EMD and Performance Security 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 borne 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 Contractor will have to get a model/3D presentation of the Author's Corner approved by the NBT before execution of the work.

18. The quality of material to be used for the fabrication should conform to the approved model/presentation. 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 Contractor whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Contractor is determined to be qualified to perform the contract satisfactorily.
21. Before award of the contract the successful Contractor will be required to deposit Performance Security (refundable) a sum equivalent to 10% of the value of the contract in the form of a Demand Draft/Pay Order drawn in favour of **National Book Trust, India**, payable at New Delhi. The Performance Security 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 Security is liable to be forfeited.**
23. During the period of fabrication of Author's Corner, 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 Author's Corner fabricated by them 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 Contractor being a registered/approved Contractor and of his having done work of a similar nature in India and/or abroad should be attached with the Tender Document.**
27. Income tax shall be deducted at source (TDS) 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 Contractor or Contractors on the grounds for NBT's action.

29. The decision of the NBT in this regard would be final and binding.
30. **The Author's Corner must be dismantled and the material removed by 11:59 p.m. 15 January 2017.**
31. 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.

32. **Validity of the bid**

The bid submitted by the Contractors shall be valid for a minimum period of three months from the date of opening of the bid.

Legal Arbitration

33. 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.

Legal Jurisdiction

34. Any legal dispute will be subject to jurisdiction of Delhi Courts and no other Court shall have the jurisdiction.



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**New Delhi World Book Fair – 2017
7 – 15 January 2017, Pragati Maidan, New Delhi**

Sl. No	Specifications	Amount [Rs.]
1.	Floor - i) Raised Flooring/ platform of 85 mm/3.50 - 4 inch (carpet on board corner finish with 'L' Shape Aluminum Bidding Angle) with ramp on both sides. Size-30 ftX45 ft. Stage- board (wooden) height of 14 inch each, oval shape – size (Dia) 12ft. x 8 ft. (Stage floor carpet with corner finish (Colour will be informed at the time of work order)	
2	Furniture - i) One Centre Table, 5 cushioned armed chairs (Furniture should match the floor plan/ visualizations)	
3	25 'COLOURED Chair (white)' for sitting, size 12 INCH OR 25 'COLOURED Chair (Red)' for sitting, size 18 INCH	
4	Backdrop - Backdrop height 10 ft x 30 ft. (W) digital vinyl/solvent print on board	
5	Lighting requirements - 10 nos. spot lights (60 watt) on 1 self-leg light stand, 1 LCD/LED (46 inch) with USB facility	
6	Flower pots - 25 flower pots Other Elements: Dustbin - 1	
7	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	
8	Taxes/Vat or any other charges, if any	
Total Rs.		
Total (in words) (Quoted amount inclusive of all taxes, services, vats, permission charges etc.)		

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

Dated: _____

Signature: _____

Place: _____

Name: _____

Address: _____

PAN No: _____