

NOTICE INVITING TENDER

Subject : **Submission of Tender for fabrication of stalls using bamboo framework and installation of electrical fittings, PA system, etc. on hire basis for NBT Shillong Book Fair to be held from 28 May to 7 June 2015 at St. Edmund's College, Shillong**

Sealed tenders/bids are hereby invited for fabrication of stalls using bamboo framework and installation of electrical fittings, PA system, etc. on hire basis for the above Book Fairs, who have a valid trading license for North-east and also having minimum experience of 3 years with Central or State Government or Public sector undertaking/Autonomous bodies of providing similar services with annual turnover of 10 lakhs per annum in the last three years.

2. The tender document containing terms and conditions can be purchased **during the period from 21/4/2015 to 11/5/2015** (Except Saturdays/Sundays and Government Holidays) up to **5:00 p.m.** on payment of **₹ 1000/- (Rupees One Thousand only) (Non-Refundable) for each Tender Document** in the form of cash/demand draft favoring **National Book Trust, India payable at New Delhi.**
3. Tender should be submitted in two sealed envelope, **TECHNICAL BID** (Envelope-I) shall contain Earnest Money Deposit (EMD), prequalification documents, Tender conditions, Bill of Quantity /work specifications duly signed by the authorized person or persons as a token of acceptance of terms and conditions of contract and work specification and the application form. **FINANCIAL BID** (Envelope - II) shall contain Priced Schedule of quantities.
4. **Tenders for each Book Fair placed in sealed covers [in two envelopes duly marked as TECHNICAL BID (Envelope-I) and Financial BID (Envelope-II)] with the name of the project written on each envelope should be placed in the outer envelope and marked on top as "Tender for Temporary construction for the above Book Fairs. The tenders should reach to the Office of Deputy Director (Exhibition), NBT, India latest by 10:30 a.m. on 12/5/2015. The Tender Documents can also be dropped in the tender box placed at the Reception of the Trust.**
5. The technical bid shall be opened on **12 May 2015 at 11:30 a.m.** in the presence of the Tenderers or their representatives who wish to be present. The technical bids shall be scrutinized by the Committee 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 Financial bids will be opened on the same day i.e. **12 May 2015 at 2:30 p.m.**
6. Tender can be obtained from the office of employer as per following schedule.

| Sl. No | Tender Schedule | Date and time |
|---------------|--|---|
| 1 | Issue of tender from employer's office | 21/4/2015 – 11/5/2015 (Between 9:30 a.m. and 5:00 p.m.) |
| 2 | Date of submission of tender | 12/5/2015 till 10:30 p.m. |
| 3 | Date of opening of Technical Bid | 12/5/2015 at 11:30 a.m. |
| 4. | Date of opening of Financial Bid | 12/5/2015 at 2:30 p.m. |

7. The contractors should quote in figures as well as in the words the rates and amount tendered by them in the price schedule. The amount for each item should be quoted and the requisite totals should also be given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc except service Tax which shall be paid at rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule. If there is any discrepancy in rates between words and figure, the amount in words will prevail.

8. Earnest Money Deposit (EMD) amounting to ₹ 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 the favour of National Book Trust, India, otherwise the tender is liable for rejection. **E.M.D in the form of Bank Guarantee or any other form is not acceptable.**
9. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of preparation for the purposes of clarification of the Tender, if so desired by the NBT. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
10. The acceptance of a tender will rest with the Competent Authority of NBT, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons whatsoever. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.
11. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.
12. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
13. After opening of the Technical Bid, the Tenders shall remain open for acceptance for a period of 10 days before start of the Book Fair. If the Tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and condition of the tender which are not acceptable to NBT or the contract is not executed within three (3) days from the date of letter of acceptance or the work is not commenced on the stipulated date and time as per the work order then the NBT without prejudice to any other right or remedy be at liberty to forfeit the earnest money.
14. The items given in the specification of work are approximate. Requirement may increase or decrease as per decision of competent Authority of NBT, India.

NOTE :

As per the guidelines of the Ministry of Finance, Government of India, the payment will be made through e-Payment mode and the successful bidder will have to submit his RTGS Number along with a cancel cheque.

Yours faithfully,

**DEPUTY DIRECTOR (EXHIBITION)
NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN, 5 INSTITUTIONAL AREA
PHASE-II, VASANT KUNJ
NEW DELHI-110070
PHONE NO:- 011-26707779**

GENERAL TERMS AND CONDITIONS

Subject: Submission of Tender for fabrication of stalls using bamboo framework and installation of electrical fittings, PA system, etc. on hire basis for **NBT Shillong Book Fair to be held from 28 May to 7 June 2015 at St. Edmund’s College, Shillong**

1. Parties

The parties to the contract are the contractor (the Tenderer to whom the work have been awarded) and the NBT through the Director.

2. Address

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to NBT. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Contractor

The term contractor shall mean Company, firm or the party to whom the Contract is awarded and his/ their heirs, legal representative, assigns and successors.

4. Specification of work

The Specification of work shall mean the specification of work as specified and forming part of this contract.

5. Priced Schedule of Quantities

Priced Schedule of Quantities shall mean the schedule of quantities duly priced with the accepted quoted rates of the contractor.

6. TENDERS

The entire set of tender paper issued to the Tenderer should be submitted fully priced and also signed on the last page together with initials on every page. Initial / signature will indicate the acceptance of the tender papers by the Tenderer. The schedule of quantities shall be filled in as follows:

- i) The “Rate” column to be legibly filled using Ball pen or typed both in English figures and English words.
 - ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity).
 - iii) Total amount for full duration column to be filled in for each item will be treated as final rates for the full duration of the Fair and if the column is kept blank, it will be considered as ZERO, which means the Tenderer is ready to provide such items free of cost.
 - iv) All corrections are to be initialed.
 - v) In case of any errors / omissions in the quoted rates, the rates given in the tender marked “original” shall be taken as correct rates. No modifications, writings or corrections can be made in the tender papers by the Tenderer, but may at his option offer his comments or modifications in a separate sheet of paper attached to the original tender papers.
- 6.1 NBT reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning reasons.
- 6.2 The Tenderer shall note that his tender shall remain valid for consideration for a period of 90 days from the date of opening of the tender (Price Bid).

(Initial of Tenderer with Rubber Stamp)

7. Preparation and Submission of Tender

The tender should be submitted in two parts, namely: (i) Technical bid and (ii) Financial bid. The duly filled up chapter 6 along with Demand Draft of Earnest Money amount shall be placed in the sealed cover containing Technical Bid. The financial bid shall be given in Chapter 7 (A) & (B). **All the papers mentioned in the Technical Bid shall be submitted in the same serial number as it is given in the Chapter (4).** Each bid should be kept in separate sealed covers, addressed to the undersigned. The outer envelope containing both sealed covers should bear the address, Tender No. and date, subject of tender, date and time of opening of the same. The inner envelope should be superscripted with Tender No, subject of tender whether the envelope is containing the 'Technical Bid' or the 'Financial Bid' and date of opening of the tender.

(A). Signing of Tender

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly execute by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company.

N.B.

- (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- (iii) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, the Director, NBT without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (iv) The Tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the Tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING TENDER.**
- (v) Any correction, mutilation or overwriting in figures of rates should be supported by your signature; otherwise the quotation may not be considered.

(B) Technical Bid: The Tenderer should submit the technical details in contract form in chapter 6.

(C) Financial Bid: It should be submitted in form given in Chapter- 7 (A) & (B) i.e Price schedule.

Tenders placed in sealed covers (in two envelopes duly marked as TECHNICAL BID (Envelope-I) and Financial BID (Envelope-II) with the name of the project written on each envelope should be placed in the outer envelope and marked on top as "Tender for fabrication of stalls at "NBT Shillong Book Fair" and the name of the applicant.

Note :

- The inner envelopes shall also indicate the name and address of the applicant.
- If the outer envelope is not sealed or marked as prescribed above, the proposal will be rejected summarily
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(Initial of Tenderer with Rubber Stamp)

8. Rates quoted

The rates quoted in the tender shall be for each item for the entire duration of fair until it is specifically mentioned. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc except service. Tax which shall be paid at rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule.

9 Opening of tender

The Tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the Tenderer and proof of identification.

10. Criterion for Evaluation of Tenders

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. 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 non-conformity.

The evaluation of all responsive tender will be made first on the basis of technical and commercial information furnished in form given in Chapter - 6. The Financial bid (Chapter – 7 (A) & (B) of such firms found valid based on technical parameters (as per Chapter - 4) only will be opened on the same date i.e. **12 May 2015 at 2.30 p.m.** It must be kept in view that the no decision will be given by the tender Evaluation Committee or any inferences drawn during the meeting of this committee by the tenders or their representatives will be their own view and the Trust will not be responsible and will not abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in Chapter - 3.

11. Earnest money

Earnest Money of ₹ **50,000/-** should be submitted in the form of a Demand Draft favoring **National Book Trust, India**, payable at Delhi along with Technical bid of their tenders.

- 11.2 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government.
- 11.3 The tenders without Earnest Money Deposit will be summarily rejected.
- 11.4 No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or security deposit.

12. Award of tender

Financial bids shall be opened of only those tenders who will qualify the conditions/criteria of techno commercial bid specified in Chapter 4 of tender document.

13. Right of acceptance

NBT reserves the right to accept or reject any or all tenders/quotations without assigning any reason and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

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14. Communication of acceptance/right of acceptance

The NBT reserve all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the NBT in this regard is final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work prejudice the contractor's quotation. Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit, if any will be communicated.

15. Performance Security

The bidder will have to submit the performance guarantee to the value of 10% of the basic value of contract in the form of DD or alternatively in the form of bank guarantee to NBT within 3 days from the day of issue of work order. If the Tenderer does not remit the performance guarantee within the stipulated time given in the work order, necessary interest @ 8% p.a. on performance guarantee amount will be levied for the delayed remittance from due date of remittance to date of realization/remittance of money. The earnest money shall be adjusted against the performance guarantee to be submitted by the successful bidder. The performance guarantee can be forfeited by order of the NBT in the event of any breach or negligence or non-observance of any condition of contract or in case the construction is delayed beyond the period stipulated by NBT. The Security Money so deposited will be retained till conclusion of the Fair and refunded along with balance payment **without any interest**.

16. Force Majeure

Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, civil commotion, strikes, acts of terrorism, labour disputes and government or public authority's demands or requirements.

17. Insolvency etc.

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified the NBT shall have the power to terminate the contract without previous notice.

18. Breach of terms and condition

In case of breach of any of terms and conditions mentioned above, the Competent authority will have the right to cancel the work order/job without assigning any reason therefore and nothing will be payable by this Department in that event and the security deposit shall also stand forfeited.

19. Subletting of work

The firm shall not assign or sublet the work/job to any other person or party.

20. Arbitration

If any difference arises concerning this Agreement, its interpretation or the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 3 months, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed there under and in force shall be applicable to such proceedings.

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21. Legal jurisdiction

The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NTC of Delhi will have jurisdiction to the exclusion of all other Courts.

22. Validity of tender

The tender is valid for a period of 90 days.

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CONDITIONS SPECIFIC TO THE CONTRACT

1. The Tender should be submitted on the prescribed Tender Form Chapter - 6.
2. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of preparation for the purposes of clarification of the Tender, if so desired by the NBT. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
3. Incomplete Tenders are liable to be rejected. It means Tender should quote for all items. If any item is missed or not quoted the whole Tender will be rejected.
4. The quantities mentioned in the schedule may be increased or reduced at the discretion of the NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
5. 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 rates or any part of the Tender. 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 preparation of documents and other meetings will be borne by the Tenderer.
6. The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting Tenders **at their own cost**.
7. The NBT will open the Tenders in the presence of the Tenderers or their authorised representatives, who may choose to be present at the following location:

National Book Trust, India
Nehru Bhawan
5, Institutional Area, Phase – II, Vasant Kunj
New Delhi – 110 070

8. The successful contractor would be handed over the site for construction before 04 days from the date of the Book Fair and he should start the work immediately.
9. The successful contractor must complete the work satisfactorily till **5.00 p.m.**, a day before start of the Book Fair.
10. The contractor shall engage technically qualified personnel for executing the work.
11. Security money and performance guarantee amount shall, however, be liable to be forfeited in case the contractor 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 award of the contract, Earnest Money Deposit shall be forfeited and also the contractor will be blacklisted for work in future.
12. Liquidated Damages: In case of failure to complete the job in time NBT shall impose a penalty of **₹ 10,000** per hour apart from legal action, which the Trust may deem fit. The contractor may also be blacklisted for future work. **In such situation**, NBT shall have the right to make alternative arrangement for completion of the work through some other contractor of its choice. In that event, the entire cost so incurred by the NBT will have to be borne by the original contractor **and may be deducted from their bill or Security amount**.
13. The dismantling of structures should begin only after written permission from the Officer-In-Charge. But if it is done without prior permission and loss of any material or property, on the basis of complaint, if any, brought to the notice of the Officer-In-Charge, the contractor will be liable to pay the entire amount of the loss thus incurred.

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14. During the period of construction, the contractor shall have to make his own arrangement for facilities at Book Fair Ground such as water, electricity, security etc.
15. The contractor should ensure his inventory at his own cost. In the event of any accident during the execution of work or during the period of the fair, the contractor shall not be entitled to any compensation or claim from National Book Trust, India for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots
16. The contractor will be responsible for the up-keep and maintenance of the entire structure 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.
17. 50% payment of the total value of the Tender will be made to the contractor during the Fair, subject to a physical verification by the officers of the NBT. The remaining 50% payment shall be made at the Headquarters along with EMD and security **without any interest** on completion of Book Fair.
18. 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 2**, without which the Tender is liable to be rejected.
19. 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.
20. The NBT reserves the right to visit the Godown of the Tenderer at any time before award of the job to assess the worthiness of the Bidder.
21. The Tenderer will not be allowed to sublet the work to any other contractor for providing any component during the Fair. Likewise, no co-sharing of the job will be permitted.
22. The decision of the NBT **with regard to all terms & conditions shall be final and binding.**
23. If, at any time during performance of the contract, the contractor should encounter conditions impeding timely execution of the work, he shall promptly notify the NBT in writing of the fact of delay, its likely duration and its cause(s). As soon as practicable, after receipt of the contractor's notice, the NBT shall evaluate the situation and may at its discretion extend the contractor's time for performance.
24. On conclusion of the Fair, the contractor must remove the installations by after the Book Fair is over till **5.00 p.m. (next day)**.
25. In the event of items not being in required quantities or specifications, penalty will be imposed as under:

A. CIVIL CONSTRUCTION

| Sl. No. | Particular(s) | If required quantity not supplied | If not as per specification |
|---------|-----------------|-----------------------------------|-----------------------------|
| a) | Stalls | 10% | 20% |
| b) | Auditorium | 10% | 20% |
| c) | Office Block | 10% | 20% |
| d) | Reception | 10% | 20% |
| e) | Gate | 10% | upto 100% |
| f) | Chemical Toilet | 10% | upto 100% |
| g) | For other items | 10% | 20% |

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B. ELECTRICAL FITTINGS & P.A. SYSTEM

| | | |
|----|---|--|
| a) | For not providing specified lamps & bulbs | 20% of the quoted rate of the component and 10% on total bill |
| b) | Generator Set as per specification of capacity, etc. | |
| c) | PA System & Microphone as per specification | |
| d) | Other work | 10% of the quoted rate |

26. **Validity of the bid**

The bid submitted by the Tenders shall be valid for a minimum period of 90 days computed from the date of opening of the bid.

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Parameters for executing the work (Qualification Criteria)

The firm should be registered and should have existence of at least 5 years.

1. The firm has to declare the Company profile such as partnership/ proprietorship/Memorandum & article of Association of the company.
2. The firm should have a valid trading license for North-east and also having experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies for 3 years. Copy for documents in support of their claim should be enclosed.
3. The contractors should have engaged an electrical supervisor, who possesses a valid electrical supervisor license issued by the Chief Electrical Inspector of a State or any other competent authority to undertake the electrical work properly. A copy of the license of the supervisor should be attached with the Tender Document.
4. Certified copy of last three years balance sheet showing minimum annual turnover of ₹ 10 lakhs each year continuously .
5. Certified copy of Income tax returns for last 3 years (2012-13, 2013-14 and 2014-15).
6. Self-Attested copy of Registration.
7. Self-Attested copy of Service tax return.
8. Self-Attested copy of PAN card.
9. The Company should not have been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization. An Affidavit is required to be submitted with the Bid.
10. Specimen. Signature, Name, Address, Contact No., designation/capacity of the person signing the tender document on plain paper.

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SPECIFICATION OF WORK/ BILL OF QUANTITY

| Sl. No. | Particulars | Apprx. Quantity |
|-----------|---|--|
| A. | | |
| 1. | <p><u>Stall: Size 10' x 10'</u> Waterproof superstructure with GI sheet roof of 3.3 m height with balli/bamboo posts; wooden plywood platform of 12 ft. width and 9" in height with wall to wall good quality clean carpet of uniform colour; false ceiling with Hessian cloth on wooden baton; 3' wide fascia with Hessian cloth on wooden baton over the stall on all the required sides; name fascia lettering in English/Asamiya</p> <p>a) Stalls of 10'x10', each with pre-fabricated wooden racks, consisting of three side plywood wall of uniform colour b) Backside and extreme side plywood wall of 8' height c) Plywood partition wall in between the stall of 8' height (8' to 10') 2' behind the stall cover by Hessian cloth d) 24 bookshelves of 9" depth and 4' length e) 6 CFLs in each stall f) One table of 3'x2' size g) Two folding chairs h) One plastic sheet or kanat of 10'x10' to cover the stall i) One dustbin j) 2 mineral water bottles (1 litre each on per stall and per day basis) k) One Padestal Fan in each stall</p> | 80 |
| 2. | <p>Toilet block 6' x8' (if required) With necessary tap fittings and fixtures including doors (with key and lock system) with provision of proper cleaning at least four times a day with branded toilet cleaner</p> | 2 |
| 3. | <p><u>Gate</u> Size (width 20' x height 20'-25') Material: Bamboo/Wooden frame with traditional decoration/ thermacol work with channel gates</p> | 2 |
| 4. | <p>Auditorium is required for full duration.</p> <p>a) Pandal: Size 45'x60' with water proof superstructure and false cloth ceiling with cloth side walls; wall to wall wooden platform of 9" height and wall to wall good quality clean carpet of uniform colour</p> <p>b) Backdrop in the size of 20' x 5' with flex on wooden frame with lettering on flex of approved shade</p> <p>c) Stage: Size 24'x18'x3' in height made of wooden platform with new synthetic carpet with needle punch of blue/red colour; table 15'x3' with table cloth and frill in front for Dias, and 10 good VIP chairs with 4 fans</p> <p>d) Podium with frill</p> <p>e) Complete PA System and audio recording of inaugural function and other programmes (if required)</p> <p>i) Speakers</p> <p>ii) Microphone HIFI (6 fixed with stand and 2 cordless microphone)</p> <p>f) Sofa Sets (3 seater)</p> <p>g) Fibre Chairs</p> | 1 1 1 1 1 12 8 4 200 |
| 5. | Carpet for floor area | 2000 sq. ft |
| 6. | Tin wall | 7000 sq. ft. |
| 7. | Cloth Wall | 10000 sq. ft. |
| 8. | Flower Pots | 80 |
| 9. | Fire Fighting Equipment (CO ₂ Water and powder mix with refilling dates) with two qualified operators. | 40 |

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| 10. | Dustbins (Big Size) Plastic | 10 |
| 11. | List of participants on 4'x8' (one each in English & Asamiya) board | 2 |
| 12. | Indicator 1½'x2' (English & Asamiya) | 10 |
| 13. | Sweepers for cleaning of ground, toilet, etc. full fair (8:00 a.m. to 8:00 p.m.) | 4 |
| 14. | Security personnel round the clock (Rates may be given from 27 May to 7 June 2015) : a) Supervisor (8 hours shift) b) Guards (8 hours shift) | 1 3 |
| 15. | Steel Almirah (Big) (rates for entire duration) | 1 |
| 16. | Decorated Circular Shelter Block with Thatched Roof, Wooden Platform and sitting arrangement for 5-6 persons to be installed in the open areas of the Fair Ground | 10 |
| 17. | Additional Furniture for stall holders only, if demanded. (*) Wooden/steel tables 5'x2' (rates for entire duration) Folding chairs (rates for entire duration) | |

(*) These rates shall not be taken into account while finalizing the tender.

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| B. Installation of Electrical fitting | | |
| 18. | Metal lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring | 30 |
| 19. | Halogen lamps with adjustable beam and angle complete with 500 watts lamps and necessary wiring | 20 |
| 20. | Light points with 60 watt bulb for general lighting inside and outside with circuit control switches & necessary wiring etc. complete on main distribution & electric/diesel generator | 80 |
| 21. | 3 pin plug wherever necessary, with switch and necessary wiring for table lamps or for demonstration, display model lights in various sections each capable of carrying a load up to 200 watts | 10 |
| 22. | Decorative LED bulbs for decoration of gate, etc. | 1500 |
| 23. | One 125 KVA Silent Generator set (with Fuel and Operator) for full fair duration | 1 |
| | One 62 KVA Silent Generator set (with Fuel and Operator) for full fair duration | 1 |
| 24. | Main line connection for total job from electric and generator set sources and providing a line for connection inside the stalls, illumination of Main Gate and toilet, area of the exhibition ground and any other area of the ground, if required with proper and sufficient supply from the appropriate authority. It shall be the duty of the contractor to get the temporary electric connection for the fair at his own cost. The contractor shall arrange installation of the connection, tendering of Security Deposit etc., to Government Authorities at his own cost. Only actual consumption charges will be reimbursed to contractor by NBT on production of original bill by the contractor. In case of any problem for getting electric connection, it shall be the sole responsibility of the contractor to provide adequate supply through hiring more generators at his own cost and no extra payment shall be given to contractor for hiring and providing such extra generator, if any. 50% cost of the bid amount of generator shall be deducted, if it is found that the generator provided is of less than 125 KVA. | 1 |
| 25. | Street light iron poles (20'x2-½") | 30 |
| 26. | CD Player (with CDs of instrumental music) & three Pin Plug Point with speakers and one mike for announcement for the full duration. | 1 |
| 27. | One P4 Desktop Computer with laser printer with internet connection | 1 |

Requirement may increase or decrease as per decision of competent Authority.

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Application Form
National Book Trust, India
Nehru Bhawan
5, Institutional Area, Phase-II, Vasant Kunj
New Delhi – 110 070

From

To
The Director,
National Book Trust, India
New Delhi – 110 070

Tender No. 2014-15/Exh,/

Dated:

Sub.: **Submission of Tender for fabrication of stalls using bamboo framework and installation of electrical fittings, PA system, etc. on hire basis for NBT Shillong Book Fair**

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to National Book Trust. I/We shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards the quality of service and in case of any dispute; the decision of the Director National Book Trust shall be final and binding on me/us.

A Demand Draft No./Cash Receipt no. of NBT, if deposited in cash _____
Dated _____ drawn on _____ intended for the prescribed amount in favour of National Book Trust, payable at New Delhi is enclosed as earnest money as desired. I fully understand that in the event of my/our tender being accepted, you shall adjust this earnest money in security deposit payable by me/us for the faithful and satisfactory execution of the contract.

My/our PAN no _____ and Service tax no _____.

I/WE shall have no claim to the refund of earnest money/Security prescribed against this tender in the event of my/our non compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory services/violation of any term/terms or if I/We withdraw my tender at any stage during the period of validity.

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My/our tender shall remain valid for a period of 90 days from the last date prescribed for submission of the tender against the above-mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration

I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unconditional acceptance.

Thanking you,

Yours faithfully,

Place
Date

Name
Signatures with stamp
& Full Address

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TENDER FORM - I TECHNICAL INFORMATION AND UNDERTAKING

(Delete whichever of the following is not applicable before submitting the NIT or prepare a fresh format. Tenderer may use separate sheet wherever required)

Subject: Notice inviting tender for

1. Name of the Tenderer/Concern
2. Nature of the concern
(i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organisation)
3. Present Address
4. Proof of valid trading license for North-East
5. Permanent Address
6. Earnest Money Amount :
7. DD No. & Date, Name of the bank/cash receipt no. of NBT, if deposited in cash
8. Whether each page of NIT and its Annexure have been signed and stamped.
9. Proposed date to start work **04 days before start of the Book Fair.**
10. List of Major Customers may be given on a separate sheet and proof of satisfactory execution of work.
11. Proof of the last three years' turnover of the firm which should not be less than ₹ 10 lakhs each continuously for the preceding three years.
12. Permanent Account Number
13. Whether copies of authenticated balance sheet for the past three years enclosed _____.
14. Copies of the service tax returns for the last three years
15. Experience certificate of supplier covering execution to various State Govt./Central Government.
16. The Supply Order from the concerned Unit/Deptt. should be submitted, in support of the experience.
17. 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 (in enclosed format).
18. Any other information important in the opinion of the tenderer.

(Signature of Tenderer with stamp of the firm)

Date
Place

(Initial of Tenderer with Rubber Stamp)

UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the NBT and shall abide by them.
2. I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

(Signature of the tenderer with stamp of the firm)

Date

Place

(Initial of Tenderer with Rubber Stamp)

PRICE SCHEDULE FOR SHILLONG BOOK FAIR

| Sl. No. | Particulars | Rate per unit/per sq. meter | Apprx. Quantity | Total Amount / Lump sum for full duration (₹) |
|---------|--|-----------------------------|----------------------------------|---|
| 1. | <p><u>Stall: Size 10' x 10'</u> Waterproof superstructure with GI sheet roof of 3.3 m height with balli/bamboo posts; wooden plywood platform of 12 ft. width and 9" in height with wall to wall good quality clean carpet of uniform colour; false ceiling with Hessian cloth on wooden baton; 3' wide fascia with Hessian cloth on wooden baton over the stall on all the required sides; name fascia lettering in English/Asamiya</p> <p>a) Stalls of 10'x10', each with pre-fabricated wooden racks, consisting of three side plywood wall of uniform colour b) Backside and extreme side plywood wall of 8' height c) Plywood partition wall in between the stall of 8' height (8' to 10') 2' behind the stall cover by Hessian cloth d) 24 bookshelves of 9" depth and 4' length e) 6 CFLs in each stall f) One table of 3'x2' size g) Two folding chairs h) One plastic sheet or kanat of 10'x10' to cover the stall i) One dustbin j) 2 mineral water bottle (1 litre each on per stall per day basis) k) One Padestal Fan in each stall</p> | | 80 | |
| 2. | <p>Toilet block 6' x8' (if required) With necessary tap fittings and fixtures including doors (with key and lock system) with provision of proper cleaning at least four times a day with toilet cleaner</p> | | 2 | |
| 3. | <p><u>Gate</u> Size (width 20' x height 20'-25' Material: Bamboo/Wooden frame with traditional decoration/thermocool work with channel gates</p> | | 2 | |
| 4. | <p>Auditorium is required for full duration.</p> <p>a) Pandal: Size 45'x60' with water proof superstructure and false cloth ceiling with cloth side walls; wall to wall wooden platform of 9" height and wall to wall good quality clean carpet of uniform colour</p> <p>b) Backdrop in the size of 20' x 5' with flex on wooden frame with lettering on flex of approved shade</p> <p>c) Stage : Size 24'x18'x3' in height made of wooden platform with new synthetic carpet with needle punch of blue/red colour; table 15'x3' with table cloth and frill in front for Dias, and 10 good VIP chairs with 4 fans</p> <p>d) Podium with frill</p> <p>e) Complete PA System and audio digital recording of inaugural function and other programmes (if required)</p> <p>i) Speakers</p> <p>ii) Microphone HIFI (6 fixed with stand and 2 cordless microphone)</p> | | 1 1 1 1 1 12 8 | |

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| | | | | |
|-----|--|--|------------------|--|
| | f) Sofa Sets (Three Seater) | | 4 | |
| | g) Fibre Chairs | | 200 | |
| 5. | Carpet for floor area | | 2000 | |
| 6. | Tin wall | | 7000 sq. ft. | |
| 7. | Cloth Wall | | 10000 sq. ft. | |
| 8. | Flower Pots | | 80 | |
| 9. | Fire Fighting Equipment (CO ₂ Water and powder mix with refilling dates) with two qualified operators. One equipment shall be placed at each stall and can be increased or decreased as per of participant participating. | | 40 | |
| 10. | Dustbins (Big Size) Plastic | | 10 | |
| 11. | List of participants on 4'x8' (one each in English & Asamiya) board | | 2 | |
| 12. | Indicator 1-1/2'x2' (English & Asamiya) | | 10 | |
| 13. | Sweepers for cleaning of ground, etc. full fair (8:00 a.m. to 8:00 p.m.) | | 3 | |
| 14. | Security personnel round the clock (Rates may be given from 27 May to 7 June 2015): a) Supervisor (8 hours shift) b) Guards (8 hours shift) | | 1 3 | |
| 15. | Steel Almirah (rates for entire duration) | | 1 | |
| 16. | Decorated Circular Shelter Block with Thatched Roof, Wooden Platform and sitting arrangement for 5-6 persons to be installed in the open areas of the Fair Ground | | 10 | |
| 17. | Additional Furniture for stall holders only, if demanded Wooden/steel tables 5'x2' (rates for entire duration) Folding chairs (rates for entire duration) | | | |
| 18. | Metal lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring | | 30 | |
| 19. | Halogen lamps with adjustable beam and angle complete with 500 watts lamps and necessary wiring | | 20 | |
| 20. | Light points with 60 watt bulb and reflectors for general lighting inside and outside with circuit control switches & necessary wiring etc. complete on main distribution & electric/diesel generator | | 80 | |
| 21. | 3 pin plug wherever necessary, with switch and necessary wiring for table lamps or demonstration, display model lights in various sections each capable of carrying a load up to 200 watts | | 10 | |
| 22. | Decorative LED bulbs for decoration of gate, etc. | | 1500 | |
| 23. | One 125 KVA Silence Generator set (with Fuel and Operator) for full fair duration | | 1 | |
| | One 62 KVA Silence Generator set (with Fuel and Operator) for full fair duration | | 1 | |

(Initial of Tenderer with Rubber Stamp)

| | | | | |
|-----|---|--|----|--|
| 24. | Main line connection for total job from electric and generator set sources and providing a line for connection inside the stalls, illumination of Main Gate and toilet, area of the exhibition ground and any other area of the ground, if required with proper and sufficient supply from the appropriate authority. It shall be the duty of the contractor to get the temporary electric connection for the fair at his own cost. The contractor shall arrange installation of the connection, tendering of Security Deposit etc., to Government Authorities at his own cost. Only actual consumption charges will be reimbursed to contractor by NBT on production of original bill by the contractor. In case of any problem for getting electric connection, it shall be the sole responsibility of the contractor to provide adequate supply through hiring more generators at his own cost and no extra payment shall be given to contractor for hiring and providing such extra generator, if any. 50% cost of the bid amount of generator shall be deducted, if it is found that the generator provided is of less than 125 KVA. | | 1 | |
| 25. | Street light iron poles (20'x2½") | | 30 | |
| 26. | CD Player (with CDs of instrumental music) & three Pin Plug Point with speakers and one mike for announcement for the full duration. | | 1 | |
| 27. | One P4 Computer with laser printer with internet connection | | 1 | |

NOTE: -

1. Rates for the items 4 (a) to (g) for one day as well as for full duration including inaugural day may be mentioned.
2. The last column of total amount should not be left blank, otherwise it will be taken as ZERO.
3. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc. except service Tax which shall be paid on rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule.

(SIGNATURE OF THE CONTRACTOR)
(WITH SEAL)

(Initial of Tenderer with Rubber Stamp)