

Ref.: CC/21WBF/Hiring/Comp/Web

Dated: 07.01.2013

Dear Sir,

As you may be aware, National Book Trust, India, an autonomous body under the Ministry of Human Resources Development, Government of India is engaged in the promotion of books and book-reading habits among masses in the country.

The NBT shall be organizing its **21st New Delhi World Book Fair** (India's largest Book exposition) at Pragati Maidan from **4th February to 10th February 2013**. In this regard, the NBT proposes to install Computer Systems, Printers and other equipment on hire basis at Pragati Maidan. Details of such equipments and their quantities are provided at **Annexure-I**.

You may kindly submit your sealed bid for the same so as to reach the office (Computer Cell) of **National Book Trust, India at Nehru Bhawan, 5, Institutional Area, Phase- II, Vasant Kunj, New Delhi-110070** latest by **January 16, 2013 - 1700 hrs. (Wednesday)**. The bid should conform to all the instructions as provided in **Annexure II**.

Yours faithfully,

(Pradip Chhabra)
Deputy Director (Systems)

Enclosures: As above

Scope of Work

1. The equipment's listed at **Annexure – I** are to be installed at Pragati Maidan. (Most likely at Hall no 7 and/or other Halls that are booked by the Trust for the purpose of Exhibition). It may be noted that geographically separate areas need not be networked. However, the equipments that are placed adjacent/nearby to each other are required to be networked.
2. Vendor should deploy two on-site engineers for troubleshooting purposes. The availability of site engineer of the Tendering agency shall be so ensured during the entire period that response time for any troubleshooting /operational rectification is not more than half an hour
3. The Vendor shall indemnify the hirer (NBT, India) against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the equipment or any other part thereof.
4. Equipment should not be more than one year old and must be in very good condition.
5. **Submission of Tender**

5.1 Two Bid System (Technical and Financial):

The two bid system will be followed for this tender. **Bidder is advised to carefully read this tender document before submitting his bid.** In this system bidder must submit his offer in two separate sealed envelopes as explained below.

5.2 Envelope No.1 "Technical Bid" shall contain.

5.2.1 Bid must be accompanied along with an **Earnest Money (EMD) of Rs.5,000/-** (Rupees Three thousand only) in the form of a demand draft/pay order drawn in favour of **National Book Trust, India payable at Delhi**. In the absence of the EMD, the bid would be rejected.

5.2.2 The bidding firm should be well established and must have proven renting experience for the events of similar magnitude in the last 3 years. In support bidder must enclose the documents.

5.2.3 The registration no. of the firm along with the LST/CST number should be mentioned in the quotation. Details of Permanent Account Number (PAN) of the firm should also be mentioned. Bidder is required to produce the copies of valid Registration Certificate along with the copies of last 3 years income tax return certificates.

5.2.4 Bid must be accompanied with a self-undertaking stating that equipment are not be more than one year old and are in very good condition on his firms letter head.

5.2.5 Bidder must submit a self-undertaking that he has required number of equipment mentioned at **Annexure-I**, at his disposal.

5.2.6 Bidder shall sign all pages of the quotation and enclose supporting documents.

5.2.7 This envelop of Technical bid containing the required documents against clause 5.2.1 to 5.2.5 must super scribe "**Technical Bid for Hiring of Computer for 21st NDWBF**" and should be sealed.

5.3 Envelope No.2 "Financial Bid" shall contain:

5.3.1 The bid should be strictly as per the specifications/format as provided at **Annexure-I** and should conform to all the instructions mentioned herein.

5.3.2 The rates should be quoted in Indian Rupees and the rates shall be fixed with proper seal and signature of authorized person

5.3.3 This envelop of Financial bid should contain the price bid in **Annexure- I** format and must super scribe "**Financial Bid for Hiring of Computer for 21st NDWBF**" and should be sealed.

Both of these envelop of Technical Bid and Financial Bid should be put in another sealed envelope super scribing "**Quotation for Hiring of Computer Systems, Printers and other equipment for 21st World Book Fair**", should be addressed to **Director, National Book Trust, India**. At the back of envelop the Bidder Name and address should be mentioned.

5.4 Sealed bids must reach the office(Computer Cell) of National Book Trust, India on or before the due date, which is **January 16, 2013 - 1700 hrs. (Wednesday)**. Bids shall be opened on the next working day at 1100hrs in the presence of the bidders who choose to be present at the opening of bids. In the event of due date being a closed holiday or a declared holiday for central government offices, the due date for submission of the bid will be the following working day at the appointed time and venue.

Evaluation of Bid

6. The evaluation would be on both Technical and Financial Bids
7. First the technical bid would be opened only those who have submitted all the documents spelt out in clause no. 5.2.1 to 5.2.5 would be evaluated first technically.
8. Financial bid of only those bidders will be open whose technical bids are found qualified.

Terms and Conditions

9. The vendor shall not assign or sublet the work/job to any other person or party. In case of subletting, the performance security and EMD amounts shall stand forfeited and such contractor can also be blacklisted for future tendering of the Trust.
10. EMD amount shall, however, be liable to be forfeited if the bidder 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 bidder backs out after award of the contract, Earnest Money Deposit is liable to be forfeited
11. Bids should be valid for a period of 45 days after the due date.
12. Taxes, as applicable shall be deducted.
13. 100% payments shall be made on production of a pre-receipted invoice after successful completion of the work.
14. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
15. National Book Trust, India may waive any minor infirmity or may seek any clarification, if so desired.
16. Equipments are to be commissioned on turnkey basis from **4th February to 10th February 2013** (both days inclusive).
17. Installations in full operational form of all equipments should be completed latest by **3rd February 2013 – 1500 Hrs.**
18. The NBT at its discretion may either increase or decrease the quantities and number of days as provided in the schedule (**Annexure – I**). The NBT also reserves the right to drop any item completely.
19. Rates quoted should be inclusive of insurance, freight, maintenance, transportation and other incidental expenses including those for extension boards/cords, RJ-9/RJ-11 sockets, wires etc.
20. Rate quoted should also be inclusive of services of two on-site engineers for troubleshooting purposes. The availability of site engineer of the Tendering agency shall be so ensured during the entire period that response time for any troubleshooting /operational rectification is not more than half an hour.
21. The vendor must ensure that all equipments as specified in **Annexure – I** work throughout the duration of World Book Fair. Proportionate deductions will be made in case of non-working of equipments as specified in **Annexure-I** on penalty basis from the rentals payable. In addition to above the Trust may also invoke penalty of 10% of bill amount in case of non-compliance.

22. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof after acceptance of tender. In case the Tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of earnest money will be forfeited to the Government.
23. When deemed necessary, the NBT may seek clarification on any aspect from the bidder. The NBT will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bid is determined to be qualified to perform the job order satisfactorily. The NBT shall however not bind itself to accept the lowest or any bid, wholly or in part.
24. Director, National Book Trust, India reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reasons whatsoever.
25. Incomplete quotations are liable to be rejected.

Annexure - I

S. No	Item	Qty (a)	Hiring charges per item per day (In Rs) (b)	Cost of Printing per page	Total Cost per day (In Rs) [a x b]
01	Computer with 19" TFT: (C2D) (Core 2 Duo Computer System, 2 GHz or better, 2 Gb RAM, 120 GB HDD, 4 USB Port, DVD-Writer, NIC, 19" Color TFT, Keyboard of good quality, Mouse, Modem)	35		Not Applicable	
02	UPS 650/800 VA with 15 min Backup to Computer System	35			
03	Laser printer and having specification similar or better than HP LaserJet HP1007 printer with Toner	27		Not Applicable	
04	Heavy duty printer and having specification similar or better than HP LaserJet P2055dn printer. Printing Cost per page : _____	3			
05	Dot Matrix Printer (24 Pins/Wires, 80 Col or better, condense facility, Copies: Original +2 and with new ribbon)	1		Not Applicable	
06	Scanner (Flat Bed, Resolution in dpi: 1200x1200 or better)	4		Not Applicable	
07	Telefax [Telephone cum Fax machine (plain paper) with cartridges]	1		Not Applicable	
08	Hub (8 Port, 10/100 MBPS Switch, to interconnect the computers and peripherals along)	3		Not Applicable	
09	Networking Charges for connecting two Computers	1			
10	One roll of Cat-6 Dlink wire (305 mtrs) wire	1			
11	1 Box of D-link Connector (100 Pieces)	1			
Total (Rs.)					

Total Cost (In words): _____

CST/LST No.: _____ PAN No.: _____

Earnest Money Details: _____

Name of the Firm: _____

Address & Telephone No.: _____

Authorised Signatory:

Name:

Date:

Place:

Seal:

Note: Please mention the cost of printing per page for S. No. 4 of table.