



राष्ट्रीय पुस्तक न्यास, भारत  
शिक्षा मंत्रालय, भारत सरकार  
**NATIONAL BOOK TRUST, INDIA**  
Ministry of Education, Government of India

National Book Trust, India  
(An Autonomous Organization under the Ministry of Education, Govt. of India)  
Nehru Bhawan, 5 Institutional Area,  
Phase-II Vasant Kunj, New Delhi -110070  
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Limited Tender DocumentFor

**“SUPPLY OF SIGNAGES, VINYL PRINT GRAPHICS AND OTHER  
DISPLAY MATERIALS” for NBT**

## Introduction

The National Book Trust, India invites sealed quotations/ proposals from eligible and reputed firms for supplying following categories of works/services for financial year 2021-22. The empanelment would entitle a firm to supply **SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS** for a period of one year as per quantity and design decided by NBT, India from time to time.

Sr.no.	Category of Items/Services
1.	Designing, Printing & Display Work like flex banners, standees, sun-boards etc. (detailed inAnnexure - B)

### THE SCOPE OF WORK:

- The scope of all the above jobs includes design, fabrication and installation of the backdrop/banner/ Signage's, vinyl print graphics and other display materials.
- Concerned Firm/Agency/Company after qualifying its bid both technically and financially should be able to depute personnel for various assignments as per instructions from NBT with all required materials to fix and arrange the backdrops and banners as and when intimated by NBT.
- The material should be delivered and fixed within the specified time frame, which may be as desired by NBT officials in no case beyond 25 Hrs from the time of request made.

## General information

Sealed tender in two bid systems (technical & financial) are invited from the reputed/registered firms/printers having minimum 3 years experience in printing works for carrying out office advertisement job of various printed material in respect of Govt. offices / Institution like Paper Flex Posters/Vinyl Posters & Popup with stand in English, Hindi. The interested firms/printers may quote their rates to be valid **initially for a period of one year** from the date of award of work order/contract with an option to extend the contract up to another two years on yearly basis on the existing rates, terms and conditions with mutual consent and with prior intimation before one month of the expiry of the existing contract terms. However, the decision of the NBT will be final and no further correspondence will be entertained in this regard.

The tender forms may be obtained from the office of NBT (Administrative Block at Vasant Kunj) on non refundable payment of Rs. 590/- (Rupees Five Hundred Ninety only) against the DD/Pay Order in favor of National Book Trust, India Payable at New Delhi on all working days except Holidays, Saturday/Sunday. The tender will also be available in the website of the NBT <https://www.nbtindia.gov.in> and the same may be downloaded and submitted to the NBT along with tender cost by way of D.D./Pay Order of Rs. 590/- in favour of National Book Trust, India at New Delhi

### General information about the tender:-

<b>Sale of Tender</b>	From 28.06.2021 to 16.07.2021 (up to 5:00pm)
<b>Cost of tender form</b>	Rs. 590/- (Rupees Five Hundred Ninety only)
<b>Earnest Money Deposit</b>	Rs. 10,000/- (Rupees Ten Thousand only)
<b>The period of validity of approved vendor</b>	12 months from the date of award of rates of the Firm contract
<b>Last date and time for receipt of Tenders</b>	20.07.2021 up to 11:00 a.m.
<b>Time and date of opening of Technical bids</b>	20.07.2021 up to 11:30 a.m.
<b>Time and date for opening of Financial bids</b>	Would be informed to the technically Bidders later
<b>Place of opening of Tenders</b>	Administrative Block, National Book Trust, India Nehru Bhawan, 5 Institutional Area, Phase-II Vasant Kunj, New Delhi - 110070.

The printed materials are to be supplied F.O.R. (freight on Road) to National Book Trust, India Nehru Bhawan, 5 Institutional Area, Phase-II Vasant Kunj, New Delhi -110070 [at the cost of selected Firm] without any extra charges.

### **Submission of Tenders and instruction to tenders:**

1. Submission of bids should be as per two bid system i.e., Technical and Financial bid separately in two different sealed envelopes. These envelopes shall be super-scribed "Financial Bid "and" Technical Bid" and put inside a bigger sealed envelope which shall be super-scribed with the words, "**Limited Tender for supplying signages, vinyl print graphics and other display materials" for NBT** on the top of the sealed cover. The sealed Tenders may be sent by Speed Post / Registered Post addressed to **Deputy Director (Admin & Estt.), National Book Trust, India, 5 Institutional area, Phase II Vasant Kunj New Delhi-110070** or may also deliver by- hand in Tender Box kept at Security Booth of NBT HQRS on or before due date and time. Tenders received late will be rejected out rightly.
2. The tenderers may quote their rates for all the required printed jobs OR any specific item mentioned above in accordance with the manual and mechanical capacity and feasibility. The details are enclosed at Annexure A & B.
3. The NBT is not bound to accept the lowest quotation for all printed jobs or any of the specific job and decision of the NBT in this regard shall be final.
4. The tender is not transferable under any circumstances.
5. The price shall be quoted in Indian Rupee only.
6. The submission of quotation shall be taken as an acceptance of the terms and conditions including furnishing of Earnest Money for the desired amount Rs. 10,000/- (Ten thousand only) in the form of DD/Pay Order in favor of National Book Trust, India. **Cheques will not be accepted.**
7. The earnest money of the unsuccessful tenderers will be returned as soon as possible after the tenders are settled but in r/o the successful tenderer EMD will be retained till submitting of performance security. No interest will be paid for the earnest money till retention in NBT for award of contract. Amount of EMD may be adjusted against the amount of performance security deposit as per rules.
8. **Income Tax as applicable will be deducted at source**
9. **TDS under GST as applicable will be deducted at source**
10. **Payment shall be released within 30-45 days after receiving of Bills.**
11. **Validity of tender:** The Bids will be valid for a period of 90 days.
12. **The Competent Authority of NBT may cancel the tender at any time without assigning any reason.**
13. The financial bids will be considered for opening for those printers who had fulfilled the requirements of Technical bid and will be informed accordingly. Intervention of the tenderers in this regard will not be entertained in any form.
14. On the recommendations of duly Constituted approved Committee and acceptance by the Director, NBT, the contract will be awarded initially for a period of one year to the successful bidders which may be extendable on the same terms and conditions and same rates up to another two years with mutual consent.
15. Any dispute in this regard after opening of tenders, the decision of Director, NBT shall be final and binding for all the tenderers.
16. If any tenderer withdraws his tender before the expiry of the period fixed for acceptance before finalizing the bid, the earnest money, if any, deposited will be forfeited and no correspondence in this regard will be entertained thereafter.

17. Tenderers shall invariably specify in their tenders the delivery conditions including the time required for executing the work.
18. The successful tenderer before signing the agreement and within the period specified in the letter of acceptance of his tender must deposit a sum of Rs. 25,000/- (Rupees Twenty five thousand only) as [Performance security deposit] for the satisfactory fulfillment of the contract. The amount of security may be deposited by way of DD/Pay Order in favor of National Book Trust, India, Payable at New Delhi. If the successful tenderer fails to deposit the security money before executing the contract agreements stated above in respect of conveyance out of assigned printing order the earnest money deposited by him will be forfeited [to the NBT and the contract arranged elsewhere at the defaulter's risk and any loss incurred by the NBT on account of the assignment will be recovered from the defaulter who will, however not be entitled to any gain accruing thereby].
19. In case where a successful tenderer, after executing the job partially or does not fulfill the contracts in full, the NBT at its discretion may get the work done from the next lowest tenderer who has offered to execute the job and the loss, if any, caused to the NBT due to increased rates shall there by with such sums as may be fixed by the NBT towards damages be borne by the defaulting tenderer.
20. The security deposit shall, subject to the conditions specified therein, be returned to the contractor within three months after expiry of the contract period, but in the event of any dispute arising between the NBT and the contractor, the NBT shall be entitled to deduct out of the deposits or the balance thereof, until such dispute is resolved the amount of such damages, costs, charges and expenses as may be claimed. The same may also be deducted from any other sum which may be due at any time from the NBT to the contractor.
21. All incidental expenses incurred by the NBT for making payments outside the district in which the claim arises shall be borne by the contractor.
22. The contractor should not assign or make over the contract of the benefits or burdens thereof to any other person or body / corporate. The contractor shall not underlet or sublet to any person or persons or body the execution of the contract or any part thereof without the consent in writing of the Director, NBT who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is executed.
23. In case the contractor fails to deliver the material within the time provided for delivery of the same, or in case the contractor commits any breach of the covenants, stipulations and agreements herein contained, and on part to be observed and performed then and in any such case, the Director, NBT will put an end to his contract and in case the NBT shall have incurred, sustained or been put to any cost, damage or expense by reasons of such purchase / printing or by reason of this contract having been so put an end to or in case any difference in price, compensation loss, costs, damages continuance of this contract, be payable by the contractor to the NBT under and by virtue of this contract, it shall be lawful for the NBT to cutoff any money for the time being payable or owing to the contractor from the NBT under or by virtue of this contract, or otherwise, to pay and reimburse to the NBT, all such costs, damages and expenses they may have sustained, incurred or been put to be reason of the purchase made elsewhere or by reason of this contract having been so put an end to as aforesaid also all such differences in prices, compensation, loss costs, damages, expenses and other moneys as shall for the time being be payable to

the contractor aforesaid. Not with- standing anything contained in the general conditions mentioned herein the NBT reserves the right to exclude any item in the list and procure the same through other means, at any time if it considers necessary.

24. In case of any difference or dispute arises in connection with the contract, all legal proceedings relating to the matter shall be settled within the jurisdiction of New Delhi Court only.
25. Any sum of money due and payable to the successful tenderer from the NBT will be adjusted against any sum of money due to the NBT as deemed fit and justified in public interest.
26. Any notice required to be served for non-compliance of terms/conditions of the supply order shall be sent at the known address of contractor either speed post or by Regd. Post only for which bidder will be liable to resolve immediately failing which NBT, India may initiate legal action as desired fit.
27. Enhancement of rates once accepted will not be considered for any kind of printed job and contractor shall be required to execute the order as per agreed rates till the agreed period of contract.
28. Any attempt on the part of tenderers or their agents to influence officials of the NBT in their favour by personal canvassing will disqualify the tenders.
29. In the event of default in executing the work and supply of printed materials within the stipulated period the penalty clauses for forfeiting of security deposit shall be applicable.
30. The tenderer should quote rates for all items required for printed jobs separately. In any case the successful tenderer shall bind himself to execute the work entrusted at the rates quoted by him. Sub-standard, defective articles / papers / printing work will not be accepted. The same is to be rejected and no payment will be made for defected printed jobs by the NBT.
31. The samples of work and other specifications can be seen in the NBT office during working hours on all working days between 2 to 4 pm. Marginal adjustments in size will be allowed with mutual consent in writing to avoid any likely dispute.
32. For facility of reference a Performa is enclosed giving the items for which normally rates should be quoted in addition to information that may be required to be furnished as per tender conditions.
33. Special conditions, if any, printed on the quotation sheets of the tenderers or attached with the tender will not be applicable to be contract unless they are expressly accepted in writing by the NBT.
34. The Galley and Final proof should be got approved from the NBT Office before commencing of final printing. Any minor changes made therein for convenient and betterment is to be accommodated without any extra charges.
35. No extra charges will be payable for any minor additions/alternations in proofs, if required.
36. Composed matter is to be delivered to the NBT as specified in the order.
37. No payment will be made for rejected goods/material/misprinted/defects/or any printing or typographical mistakes.
38. The firm/printers will not have any kind of copy right whatsoever in respect of the publications printed by them.
39. The NBT reserves the right to reject any or all quotations without assigning any reason.

40. The NBT reserves the right of terminating the contract without assigning any reason during agreed contract tenure for short falls, noticed if any.
41. Only those firms / printers who have well experienced in printing and have evidence to that extant only need to submit their quotations. In the event, they are liable to be rejected.

**Other Terms & Conditions:**

The bidders should provide all the technical details about the Firm, experience, manpower, clientage, etc., in technical bid (Annexure I) whereas in the Financial Bid (Annexure II) will contain the rates of the desired sample which includes all taxes and delivery at the NBT. Tender Processing Committee will open the Financial Bids of only those bidders who stand qualified on the basis of details provided in Technical Bid following the terms and conditions of the tender.

- I. The bidder should have the following qualifications for bidding:
  1. Shall have been in existence for not less than three years and presence in New Delhi.
    - (a) Shall be having sufficient experience and expertise in the relevant field.
    - (b) Should have valid GST registration.
  2. The tenderers have to submit self attested Xerox copies of their firm / company registration.
- II. Firm should have valid PAN card in the name of firm.
- III. The rates quoted by the selected firm, and approved by the NBT shall remain valid for a period of ONE YEAR from the date of award of contract. Any request to increase the rates for any item(s), during the currency of the contract, shall not be considered. However in exceptional circumstances the tenure may be extended with mutual consent for further period up to 2 years. This NBT, however, reserves the right to conduct performance review at any time during the contract period and deficiencies, if any, the same will be rectified by the selected firm. If the selected firm fails to rectify the deficiencies or fails to comply with other directions/instructions of the NBT, the contract is liable to be terminated. The NBT further reserves the right to suo moto terminate the contract at any point of time without giving any prior notice.
- IV. The selected Firm (s) will be required to supply one sample each of the material being printed for the approval of competent authority. No final printing should be resorted to unless otherwise specifically asked for by the NBT.
- V. Designing of display material will be done by the selected firm without any extra charges.
- VI. The selected Firm shall ensure the delivery of the items in the office of the NBT. No separate charges shall be paid for delivery of printed material.
- VII. The selected Firm will also submit soft copy of the printed material in PDF & editable format to this Office for future use and record. The soft and hard copy of the printed material will be the property of NBT and the Printer will not use the material anywhere else.
- VIII. Supply should normally be made during the office hours (9:00 AM- 05:30 PM) on any working day. The NBT will have the authority to place order for supply of items beyond office hours and on holidays, for which, no additional payment will be made.

- IX. Order for items will be placed on requirement basis. No advance payment will be made by the NBT. Payment will be released only after it is ensured that the items are in order and the quality of items supplied is to the entire satisfaction of the NBT.
- X. It is necessary to quote all items mentioned in the financial bid individually & separately along with applicable GST.
- XI. The Director or the Committee constituted for the Tender process reserves the right to reject or cancelled , any or all tenders and shall not be bound itself to accept the lowest offer.
- XII. L<sub>1</sub> (Lowest Bidder) will be decided on the basis of lowest cost of sum total of costs of all items mentioned in financial bid.
- XIII. The NBT will have the authority to cancel any order, if the required items are not supplied on time or do not meet the specifications of the NBT.
- XIV. The bidder should have latest DTP software and hardware & sufficient manpower for designing and should have their own Offset Printing Machines or tie-up with other offset printing machine owners.
- XV. The NBT reserves the right to reject any / all offer (s) without assigning any reason thereof. Any enquiry after submission of the tender will not be entertained.
- XVI. The tender submitted without the requisite valid documents/EMD will be summarily rejected.
- XVII. The tenderer should read and sign on each page of this tender document along with stamp of his firm.

**Note:** The vendor must ensure safe custody and maintain confidentiality in the printing material supplied by NBT.

**Deputy Director (Admin & Estt.)**



**(Cover-A - Technical bid)**

**Limited Tender for “SUPPLYING SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS” for NBT**

**TECHNICAL BID**

**Ref.:** Advertisement for Limited Tender in connection with **“SUPPLYING SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS” for NBT**

1.	Name of the Organization	
2.	(a) Office address with Mobile/Telephone/Fax Nos. (b) Contact Person’s details (1) Name & Designation (2) Address (3) Landline No./Mobile No. (4) Email ID	
3.	PAN No. (in the name of Firm)	
4.	GST No. (in the name of Firm)	
5.	Year of establishment of the Firm/Agency/Company:	
6.	Nature of Organization (whether Private/Public Sector Undertaking/Sole Proprietor/ Partnership/Cooperative Society, etc.) Documentary proof, to be attached.	Yes / No
7.	Does the firm have minimum three years experience of Printing signage, display materials and vinyl print graphics with posting or others in a single contract in any other Central/State Govt. Body / undertakings / Corporations/Offices/Departments/ Reputed corporate Houses etc.If yes, the name of the Organization(s) along with a certificate (work order) certifying that the applicantfirm has executed the contract satisfactorily,	Yes / No
8.	Number of companies the vendor worked for (attach proof)	
9	A copy of the latest CA Certified Balance Sheet Attached? Annual Turnover last 3 financial years should be minimum 5 lakh as per Profit & Loss Account in each year (CA certified copy)	Yes / No

10.	Self Certified copies of Income Tax Return for last three Financial Years- 2018-19, 2019-20 & 2020-21.	Yes / No
11.	Details about the clients and work experience. Work experience certificates certified by clients enclosed?	Yes / No
12.	Self Attested GST return copies for financial year 2020-21	
14.	Demand Draft of Tender fee for Rs.590/-	Yes / No
15.	Bank Draft for Earnest money for Rs 10,000/- is to be enclosed with Technical Bid.	
16.	Copy of license from authorized Govt. agency for Printing and publishing work.	Yes / No
17.	Infrastructure (Plotting machine/ Vinyl Cutting Machine/ Digital Printing Machine for Flex Banners/Designers/ manpower etc) and their value (in Rs.)	Yes / No

- **Please enclose self attested copy of all the documents mentioned above.**
- **Financial Bid will be opened for only those bidders who will qualify in the Technical Bid.**

Place

**Authorized Signatory**

Date

Name, Address with Rubber stamp

**(Cover- B- Financial-Bid)****LIMITED TENDER FOR SUPPLYING SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS****(To be sealed in separate envelope marked as "FINANCIAL BID")**

<b>Sr. no.</b>	<b>Item</b>	<b>Description</b>	<b>Unit</b>	<b>Rate in INR*</b>
1	Flex Banner	Flex 350 GSM (thickness of the material) Star flex	Per Sq. ft.	
2	3 MM Sun board with digital vinyl printing	sun-board will best quality of sun board	Per Sq. ft.	
3	Wooden frame backdrop on flex	wooden frame on 1.0 x 1.5 inch wood and best quality of Star flex	Per Sq. ft.	
4	Iron frame backdrop with flex (Various range)	Iron frame on 1.0 x 1.0 inch frame, 9 kg / length with Star flex	Per Sq. ft.	
5	Digital vinyl printing	3M vinyl of best Quality longer durability	Per Sq. ft.	
6	Banner Standee 6 x 3 (Inclusive of flex)	Rollup standee in best quality with longer durability	1 item	
7	Banner Standee 6 x 2.5 (Inclusive of flex)	Rollup standee in best quality with longer durability	1 item	
8	Backlit board (Glow sign board)	Backlit Board: 1" X 1" M.S. Square Pipe, Back Panel of G.I. sheet. Top, side & bottom panel pre-coated G.I. sheet in required color. Lighting Tubes, Chokes & all other electrical fittings of ISI mark. The backlit flex will be printed on star flex on solvent machine. The depth of the board will be 7".	Per Sq. ft.	
9	Hoarding flex on blackout star quality	Blackout Flex on star flex, so that Iron frame not visible from front	Per Sq. ft.	
10	LED board on ACP board	Very fine quality of ACP board, solid letters used fine quality of LED with 5 years of warranty	Per Sq. ft.	
11	One way vision	100 gsm media with premium Quality	Per Sq. ft.	
12	Canvas printing	With Premium Quality	Per Sq. ft.	
13	Totem	printing 3mm Euro ACP sheet Boards 3 M vinyl sheet will be used, Deco paint, inner, Red oxide and rust iron with installation at site, Samsung make led , power supplies	Per Sq. ft.	

14	Acrylic Sandwich	3 mm vinyl print with acrylic sandwich	Per Sq. ft.	
15	Cutout on sun board	Cutout with sun board on 3 & 5 MM, with Iron stand	Per Sq. ft.	
16	Acrylic letter cutting on Glass	Fine quality of acrylic letter 8 mm router cut letters	Per Sq. ft.	
17	LCD advertising Player	Panel Size: 55" Max Resolution: 1920x1080 Viewing Angle: LRUD: 89/89/89/89 Pixel Pitch: 0.63x0.63 Color: 16.7M Contrast Ratio: 2000:1 Brightness: 550cd	No's	
18	Backlit Translites	Translites print and also provide the light box with CFL and LED lighting	Per Sq. ft.	
19	Radium print with sun board	fine quality of radium print on sun board , reflects in dark	No's	
20	Hoarding flex on Grey blackout star quality	Grey Blackout Flex on star flex of 350 GSM, so that Iron frame not visible from front	Per Sq. ft.	

**\* This will be inclusive of designing, printing, cost of flex/material and installation at site**

Please mention applicable taxes / other charges if any

**Authorized Signatory**  
Firm name & seal

Date:  
Place:

**LIST OF DOCUMENTS TO BE INCLUDED IN ANNEXURE - A (Technical Bid)**

- 1) Demand Draft of **Rs. 10,000/- (Rupees "TEN THOUSAND" only)** in favor of Director, National Book Trust, India payable at New Delhi towards EMD.
- 2) Copies of Income Tax returns filed & Balance Sheets for the last three financial years (2018-19, 2019-20 & 2020-21).
- 3) Documentary evidence in support of Eligibility Criteria towards:
  - a. Experience in number of years
  - b. Infrastructure details
  - c. Manpower details
- 4) Self Certified Copy of PAN Card
- 5) Self Certified Copy of GST Registration.
- 6) List of Clients and work order assigned by the Clients.

**ANNEXURE –B:** Should include the financial bid consisting of the bid amount including applicable GST separately and individually.

**Both the sealed envelopes, i.e. Cover (A) (Should mention Technical Bid for SUPPLYING SIGNAGES, VINYL PRINTGRAPHICS AND OTHER DISPLAY MATERIALS for NBT) and Cover (B) (Should mention Financial Bid for SUPPLYING SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS for NBT )is to be put into another envelope and it should be super scribed as 'Limited Tender for "SUPPLYING SIGNAGES, VINYL PRINT GRAPHICS AND OTHER DISPLAY MATERIALS" for NBT' addressed to Deputy Director (Admin & Estt.), National Book Trust, India, 5 Institutional area, Phase II Vasant Kunj New Delhi-110070 and also may drop in the Tender box kept at NBT Security Booth**

**ACCEPTANCE CERTIFICATE**

**(To be submitted along with Technical Bid)**

I..... (Designation) .....of

(Name of the Company)..... do hereby to certify that I have read and understood and hereby accept the terms and conditions of the limited tender for supplying signages, vinyl print graphics and other display materials for National Book Trust, India I do not have any dispute on any part of the tender.

Signature of Authorized Signatory

Firm Seal / Stamp

Date:

Place: