

Tender Cost :Rs. 1000/- +18% GST(Non-Refundable)



NATIONAL BOOK TRUST, INDIA

Nehru Bhawan, 5 Institutional Area
Phase-II, Vasant Kunj, New Delhi – 110 070
www.nbtindia.gov.in
Phone: 011-26707783

Tender Notice for VIDEOGRAPHY & STILL PHOTOGRAPHY and for LIVE AND DEFERRED LIVE of the NEW DELHI WORLD BOOK FAIR 2020 on Centrally Displayed Huge LED Screen

The **New Delhi World Book Fair (NDWBF)**, held for the past 45 years, is a major calendar event in the publishing world. NDWBF 2020 is scheduled to be held from **04 to 12 January 2020** at the centrally located Pragati Maidan, New Delhi. The Fair is organized by the **National Book Trust, India (NBT, India)** an autonomous organization of the Government of India under the Ministry of Human Resource Development.

Tender Document can be collected from the Office of the **Assistant Director (PR), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase-II, New Delhi – 110070** from **21 October 2019** on any working day between 9.30 a.m. to 5.00 p.m. on payment of Rs. 1000/- + (18% GST) in cash or by demand draft/pay order (Non-Refundable) favouring National Book Trust, India payable at New Delhi/Delhi. The Tender document can also be downloaded from NBT Website www.nbtindia.gov.in and from www.eprocurement.gov.in and submitted along with separate demand draft/pay order towards Tender cost Rs. 1000/- +18% GST(Non-Refundable). In the event of the last date specified for receipt and opening of the proposal being declared as a holiday for NBT, the due date for submission and opening of bids will be the next working day following the declared holiday at the appointed time. Bidders are advised to visit NBT website regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.

The Technical and Financial Bids should be sealed in separate envelopes both of which should be placed in one large envelope and sealed properly. The main sealed tenders/bids to be submitted should be superscribed with **“Tender for VIDEOGRAPHY/STILL PHOTOGRAPHY and for LIVE AND DEFERRED LIVE of the NEW DELHI WORLD BOOK FAIR 2020 on Centrally Displayed Huge LED Screen“** and addressed to the **Assistant Director (PR), National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070** or should be dropped in the Tender Box at NBT, India Headquarters **latest by 13 November 2019 till 10.00 a.m.** Any modification/corrigendum issued with regard to this tender document shall be uploaded only on NBT website: www.nbtindia.gov.in.

This tender is not transferable. The Bids shall be opened on **13 November 2019 at 11.00 a.m.** at NBT India, New Delhi. The Director of NBT, India reserves the right to accept/reject any or all the tenders.

IMPORTANT DATES

Date of issue of above Tender	21 October 2019 till 5:00 pm
Pre-Bid meeting	04 November 2019 at 3:00 pm
Last Date of submission of Tender	13 November 2019 till 10:00 am
Date of opening of Technical & Financial Bids	13 November 2019 at 11:00 am

Tenderers or their authorized representatives may, if they so desire, be present during the opening of the Tenders.

TERMS & CONDITIONS

1. Only those firms which in their individual capacity satisfy the following criteria need to quote for this tender and the bids submitted by the bidders who do not fulfill the eligibility criteria will be summarily rejected.
2. The cover of the Tender should be sealed and/or properly superscribed or marked. NBT will assume no responsibility for misplacement or premature opening of the Bid.
3. The Tenderer shall bear all costs associated with the preparation of his/her Tender including cost of preparation for the purpose of clarification on the Tender, if so desired by NBT. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
4. A copy of this tender document duly signed and stamped (each page) by authorized signatory of the bidding firm/ agency as a token of acceptance of all terms and conditions of this tender.
5. The bidder should be a registered organization having registered office in India and minimum three years market presence within India. The bidder should have expertise in Video-Photography Coverage and documentation in similar event scenario. (Company profile should be attached).
6. The bidder should have at least 3 years experience (last 3 years) in comprehensive Video-Photography coverage and documentation assignments as per the requirements of Government Departments / Central PSUs /State PSUs /State Govt. /Statutory Corporations or other MNC/Corporate bodies. In support of these criteria, bidders shall furnish contract/ agreement or letters by the organizations for which the bidders have conducted the work. (Self-attested copies of the work order/ copy of the certificates issued by client should be attached.).
7. Turnover of minimum Rs. 25.00 lakhs for last 3 years in each year. Audited copies from Chartered Accountant of authenticated balance sheet with financial statement for last 03 consecutive years (2016-17, 2017-18 and 2018-19) showing minimum turnover and ITR copy of Rs. 25.00 lakhs. A written acceptance by bidding firm/agency to provide services as per standards and specifications of this tender.
8. **The bidder should have required infrastructure and manpower (if hired, the original consent letter from the supplier with detail of infrastructure available to be submitted).**
9. Signed and stamped affidavit should be submitted, stating that the bidding firm/ agency have not been blacklisted/ deregistered or debarred by any Govt. department/ Institution.
10. The agency so selected should have capacity to perform the entire stage of assignment without outsourcing the same to any third party.

11. The Tenderer should clarify whether the individual signing the tender or other documents in connection with the Tender signs as: (i) A “sole proprietor” of the firm or constituted attorney of such sole proprietorship, or (ii) A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration of disputes concerning the business of the partnership either by virtue of the partnership deed or a power of attorney. Alternatively, the Tender should be signed by all the partners, or (iii) Constituted Attorney if it is a company.
12. Incomplete Tenders are liable to be rejected. It means that Tenderer should quote for all the items. If any item is missed or not quoted, the rates for that item, would be termed as zero and the Tenderer would have to do that job free of cost.
13. The Tenderers 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 Tenderer with his initials. If there is a discrepancy in rates between figures and words, the least amount will be considered.
14. Earnest Money Deposit (EMD) of Rs. 25,000/- is to be deposited with the tender in the form of Demand Draft/Pay Order payable at New Delhi and drawn in favour of National book Trust, India.

In case the EMD amount is not deposited, the tender is liable for rejection without any notice. **EMD in the form of Bank Guarantee or any other form is not acceptable.**

- i. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof after acceptance of tender. In case the agency fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Security money will be forfeited by the Trust. Besides this, the bidder will also liable to be debarred/blacklisted from participating in the tendering process of the Trust in future, and/or be fined.
 - ii. No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security deposit.
15. When deemed necessary, NBT may seek clarification on any aspect from the tenderers. However, that would not entitle any Tenderer to change or cause any change in the rates. All expenses for preparation of documents and meetings if any, will be borne by the Tenderer.
 16. NBT may waive off 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 Tenderers. The decision of NBT in this regard will be final.
 17. The NDWBF 2020 work, as per NBT's requirements, shall commence with the Press Conference which is likely to be held two days in advance prior to start of the NDWBF 2020. The full schedule of work will be given to the selected Tenderer well in advance. However, any programme may be added or deleted due to unforeseen circumstances at any stage and the Tenderer should be ready to increase/decrease his/her manpower and machinery accordingly.
 18. The agency should engage experienced personnel for the job. **Professional and experienced crew must be there with every camera** and all cameras must be in Full HD Resolution.

19. **NBT shall not provide any transport, food or any accessory for proper discharge of duties by the agency's workers. The rate quoted by the bidder shall be inclusive of the charges like crew/staff, transportation, assemble, dismantle, insurance, freight, clearance and loading or unloading and conducting of the event at all book fair sites as identified by NBT, India.**
20. NBT will award the contract to the Tenderer whose Tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be competent to execute the job satisfactorily. NBT shall however not bind itself to accept the lowest or any tender, wholly or in part.
21. **A sample Video Clip (Up to 5 Minutes) and still photographs (5 Photos) in a CD should be submitted with the Technical bid showing the work done earlier.**
22. **The successful bidder shall submit the Performance Security Money to the value of 10% of the basic value of contract in the form of Demand Draft drawn in favour of National Book Trust, India within three days from the date of receipt of initial work order after adjusting the amount of EMD already paid. The security money shall 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 job is delayed beyond the period stipulated by NBT. The performance/security money so deposited will be retained till conclusion of the Fair and refunded along with full payment **without any interest. The final work order will not be issued unless the Performance Security Money is submitted by the successful bidder.****
23. Security money shall, be liable to be forfeited in the event the agency fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the requirements. If the successful bidder backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.
24. TDS as applicable shall be deducted at source. Permanent Account Number (PAN) allotted by the Income Tax Authorities and GST No. allotted by GST Council must be mentioned in Annexure-I, without which the Tender is liable to be rejected.
25. In addition the tenderer should have a valid GSTN certificate and number. Copy should be attached.
26. 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 award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of NBT's action. The decision of NBT in this regard would be final and binding.
27. NBT and the agency shall make every effort to resolve amicably by direct informal discussions, any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subject to the jurisdiction of Delhi courts only.
28. The NBT will have the discretion to award the contract to any other agency. In such a situation, the other agency shall work at the lowest accepted rate.
29. In the event of any negligence or unsatisfactory execution on the part of the agency, NBT will have the right to forfeit the Performance Security money and to recover penalty as it deems appropriate from the amount payable to the agency against their bill(s). If deemed

necessary, the agency may also be blacklisted for future.

30. **The financial proposals of only those parties would be opened whose credentials (Technical Bids) are found up to the satisfaction of the designated committee of the Trust, whose decision would be final and binding.**
31. **Corrupt or Fraudulent Practices:** Bidders should observe the highest standard of ethics during the award and execution of such contracts. National Book Trust, India will reject a proposal if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practice(s) while competing for the contract in question.
32. **Validity of the bid:** The bids submitted by the Tenderers shall be valid for a minimum period of 120 days computed from the date of opening of the bids.
33. The payment would be released only after the physical verification of equipment and manpower by the approved Physical Verification Committee and receipt of all the materials (deliverables) to the entire satisfaction of the NBT. It also includes the PVR of the photo/video in the (I) Press Conference (Ii) The Chairman's Dinner (Iii) The CEO's Speak.
34. Please ensure that the GST number of NBT and the GST number of your company is clearly mentioned on the invoice submitted by you after the completion of the job.

A. BRIEF SCOPE OF WORK

Single Day Events

- 3 Still Camera + 2 video shoot of **Press Conference** from different angles (The event will be for about 3-4 hours in Constitutional Club).
- 2 Still Camera + 2 video shoot of **CEO Speak** from different angles (The event will be for about 7-8 hours in Hotel Ashoka).
- 2 Still Camera + 2 video shoot of **Chairman's dinner** from different angles (The event will be for 3-4 hours in Hotel Ashoka).

Two- Day Event

- 1 Still Camera + 1 video shoot for **New Delhi Rights Table** from different angles (The event will be for 2 Whole Days in Pragati Maidan, Hall No. 7).

All 9 Days Events

- 2 Still Camera + 2 video shoot for **Theme Pavilion** from different angles.
- 2 Still Camera + 1 video shoot for **Children's Pavilion** from different angles.
- 2 Cameras Multicam Setup for Live & Deferred Live coverage of **Inauguration of NDWBF 2020 and Other Events** with projection on huge LED Screen and other multiple screens.
- 2 Still Camera + 2 video shoot for **covering parallel events** and for **covering Protocol** at Book Fair.
- 1 still camera + 1 video shoot for **English Authors' Corner** with live streaming on LED TV at the respective Author's Corner with proper cable connectivity to the LED TV.

- 1 still camera + 1 video shoot for **Hindi Authors' Corner** with live streaming on LED TV at the respective Author's Corner with proper cable connectivity to the LED TV.
- 1 still camera + 1 video shoot for **International Events Corner** with live streaming on LED TV at the respective Corner with proper cable connectivity to the LED TV.
- 1 Still Camera + 1 video shoot for **Auditorium of Hall 8.**

Other Essentials

- Documentary Film of NDWBF 2020 (60 min, 30 min, 7 min & 3 minutes) with Additional Shoot, Scripting, Editing, Studio Voice Over Recording, Color correction, Color grading of video footages, Original Background Music for the film, Graphics and Titling for the film (includes subtitles wherever necessary), Audio Mixing and Mastering.
- Still Photography Documentation of NDWBF 2020 needs to be provided in USB Hard Disks and also in DVDs or USB Pen drive Small (not more than 10 mins footage), quickly uploadable footages of NDWBF 2020 videos need to be provided to NBT's Social Media Cell for uploading on the NBT's You Tube Channel. These footages need to be provided at 1:00 pm and 5:00 pm daily.
- Select still photographs also need to be provided to the NBT Social Media Cell at 1:00 pm and 5:00 pm daily.
- Select photographs also need to be provided for Press Release at 6:00 pm daily.
- Any other job(s) that may be assigned during the fair.

ESSENTIAL: Professional and experienced crew must be there with every Still Camera and Video Camera and all cameras must be in Full HD Resolution.

B. DETAILED SCOPE OF WORK

It is required to cover, document, edit, and provide storage media of the New Delhi World Book Fair 2020 as per the requirements and specifications of NBT, India from 04-12 January 2020 and also cover Press Conference (2 Jan 2020 at Constitution Club of India), CEO Speak (5 Jan 2020 at Hotel Ashoka), Chairman's Dinner (6 Jan 2020 at Hotel Ashoka). **The assignment will be mainly from 04 to 12 January 2020, but initial coverage of the built-up and construction of stalls, various venues, as well as VIP visits to the venue also needs to be covered and documented.**

1. Videography:

Format: Full HD Resolution

The New Delhi World Book Fair 2020 must be documented during all the event days with Full HD Video Cameras. The edited version, all raw footages must be delivered in an External USB Hard Disk and also in Optical Media like DVD or USB pen drive or Higher.

An edited video with or without required time laps of developmental stages of the exhibition arrangements to the final set up must be submitted. (Edited daily developments of the exhibition arrangements must be submitted). **Professional and experienced crew must be there with every camera and all cameras must be in Full HD Resolution.** All the required comprehensive Video coverage and documentation process must be there in connection with New Delhi World Book Fair 2020. In short, the duration of time will be requirement basis and not be hour based.

2. Photography:

The required Full frame DSLRs, adequate lenses and required lighting arrangements with professional Photographers must be available to cover all the events (and parallel events) of New Delhi World Book Fair 2020. Photographs in digital format should be delivered on USB Hard Disk drive as well as on DVDs or USB pen drive. These Cameras must be configured to capture frames with necessary pixel size and depth to use in brochures, Hoardings and other high quality printing requirements of NBT, India.

3. Videography & Photography

A separate consolidated video/documentary of 60 minutes, 30 Minutes, 7 minutes and 3 minutes should be made by merging all the main events and functions of the whole book fair. Documentary films of all these durations must be of professional quality with a well-crafted story-line, script, visual effects, captions, subtitles and voice over among other elements of a well-made documentary, and should be submitted after the book fair. Editing must be in a professional editing studio and corrections/improvements must be made according to NBT's instructions.

Each of the activities like Inaugural and Valedictory functions, International Seminar, other Seminars and discussions, Author's Corners, Rights Table, Theme programmes, Protocol, Foreign Pavilion, Children's Activities, Cultural performances, etc., must be consolidated in separate discs/Folders day-wise and be submitted in USB Hard disk and in DVDs or higher.

All the crew members must be present full-time in the venue and must have a coordinator with whom we can interact with.

Any Agency registered with **Indian film & Television Direction Association (IFTDA)** will be preferred. Requisite documents issued by IFTDA should be enclosed with the Technical Bid.

4. Force Majeure

- a) The Agency shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- b) For purposes of this clause, "Force Majeure" means an event beyond the control of the Agency and not involving the Agency's fault or negligence and not foreseeable.
- c) Such events may include, but are not restricted to, acts of NBT in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- d) If a Force Majeure situation arises, the Agency shall promptly notify NBT in writing of such condition and the cause thereof. Unless otherwise directed by NBT in writing, the Agency shall continue to perform its obligation under the Contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- e) For delays arising out of Force Majeure, the Agency shall not claim extension of time for a period exceeding the period of delay attributable to the causes of Force Majeure and neither NBT nor the Agency shall be liable to pay any extra costs.

CHECKLIST**Of Supporting Documents**

(Please tick mark in relevant columns)

Sl. No.	Name of Documents	Yes	No	Page No.
1	Tender fee including GST @ 18% (Rs.1180)			
2	EMD fee Rs. 25000/- (DD/Pay Order)			
3	Tender document is properly indexed with page numbers			
4	Complete profile of the Firm			
5	Audited copies from the Chartered Accountant of authenticated balance sheet and financial statement for last 03 consecutive years (2016-17, 2017-18 and 2018-19) showing minimum turnover of Rs. 25.00 lakhs (each year).			
6	Copy of Income Tax returns for the three preceding financial year's up to 2018-19.			
7	Copy of last 3 years experience and work orders of similar job executed by the firm for Government of India, State Government, and other reputed organizations.			
8	Signed and stamped affidavit stating that the bidding firm/ agency has not been blacklisted/ deregistered or debarred by any Govt. department/ Institution.			
9	Self Attested Copy of PAN Card.			
10	Self-attested copy of the Registration of GST and GST Return for last 01 year should be enclosed along with Form 1 and Form 3A.			
11	Registration Certificate of the Company/Firm.			
12	One CD Containing Video clip + 5 Photographs			
13	Copy of IFTDA registration, if Any.			
14	A written acceptance by bidding firm/agency to provide services as per standards and specifications of this tender.			
15	A copy of this tender document duly signed on each page and stamped by authorized signatory of the bidding firm/ agency as a token of acceptance of all terms and conditions of this tender.			
16	One original cancelled cheque			

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

FINANCIAL BID

For Videography & Still Photography and For Live and Deferred Live of the NEW DELHI WORLD BOOK FAIR 2020 on Centrally Displayed Huge LED Screen

A. Events (as per the details on **BRIEF SCOPE OF WORK** on Page 5-6)

S.N.	Event	Duration	Total Amount
1	Press Conference	1 day	
2	CEO Speak	1 day	
3	Chairman's Dinner	1 day	
4	New Delhi Rights Table	2 days	
SUB TOTAL			

B. LED Unit (as per the details on **BRIEF SCOPE OF WORK** on Page 5-6)

S.N.	Event	Duration	Total Amount
1	10'x20' thin bazel 6mm with stand and back support, and connectivity with 2 camera multicam setup, and connectivity with DVD player and Laptop for insertion in AV's & TVC's. Sound system & stage fold back speakers, with sound mixing console, cable, wires etc. for uninterrupted services.	9 days	
SUB TOTAL			

C. Video Unit (as per the details on **BRIEF SCOPE OF WORK** on Page 5-6)

S.N.	Event	Duration	Total Amount
1	Full HD Video Camera with complete Editing Setup, Lights (Portable Led Light Setup) and with all required lenses like Wide Lenses and Fish eye Lenses	9 days	
SUB TOTAL			

D. Still Photography Unit (as per the details on **BRIEF SCOPE OF WORK** on Page 5-6)

S.N.	Event	Duration	Total Amount
1	DSLR Full Frame HD/4K Cameras with all requisite lenses including Wide, Tele, Macro and Normal Lenses	9 days	
SUB TOTAL			

GRAND TOTAL* (A+B+C+D) + GST	
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* The party quoting the lowest Grand total will be considered.

- Professional and experienced crew must be there with every camera and all cameras must be in Full HD Resolution.
- I/We undertake to abide by the terms and conditions of the tender/contract.

[Signature and Name of the Bidder with official stamp and date]

Signature of Tenderer with Stamp