

Tender Cost :Rs. 1000/- (Non-Refundable)
(Including GST)



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 2018 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 2018 is scheduled to be held from 06 to 14 January 2018 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 06 December 2017 on any working day between 9.30 a.m. to 5.00 p.m. on payment of Rs. 1000/- (including 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/- (Non-Refundable) including GST. 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 2018 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 26 December 2017 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 **26 December 2017 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	6 December 2017 till 5:00 pm
Pre-Bid meeting	13 December 2017 at 11:30 am
Last Date of submission of Tender	26 December 2017 till 10:00 am
Date of opening of Technical & Financial Bids	26 December 2017 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 in comprehensive Video-Photography coverage and documentation assignments of 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. The bidder should have minimum turnover of 25 lakhs for the last three consecutive financial years. (Copies of Audited accounts from CA should be attached).
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. An undertaking to the effect that the bidder has not been blacklisted by any of the department/organizations of the Govt. of India/State Govt./PSUs. Self declaration for the same should be attached.

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 amount in words will prevail.
14. Tenderers shall be required to deposit Rs.25,000/- as Earnest Money Deposit (refundable) in the form of a Demand Draft drawn in favour of National Book Trust, India, payable at Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily. The EMD of the successful bidder shall be treated as a part of the 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 2018 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 2018. 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. Before award of the contract the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal to 5% of the value of the contract, after adjustment of Earnest Money Deposit in the form of a Demand Draft drawn in favour of National Book Trust, India, payable at Delhi. The Security Money will be retained till conclusion of the Fair and would be refunded at the time of full and final settlement of bill(s).
22. Security money shall, however, 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.
23. Income Tax as applicable shall be deducted at source. Permanent Account Number (PAN) allotted by the Income Tax Authorities must be mentioned in Annexure-I, without which the Tender is liable to be rejected. **PAN holder and Vendor should be the same. In case of difference, a letter from PAN holder is to be attached.**
24. In addition the tenderer should have a valid GSTN certificate and number. Copy should be attached.
25. 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.
26. NBT and the agency shall make every effort to resolve amicably by direct informal negotiations, 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.
27. Thirty per cent (30%) payment of total amount will be released during the fair after PVR and balance payment will be released after the fair.
28. The NBT will have the discretion to award the contract to more than one agency. In such a situation, other bidders 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 and to recover penalty as it deems appropriate from the amount payable against the agency's 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 procurement 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.

A. BRIEF SCOPE OF WORK

- 3 Camera shoot of Press Conference from different angles.
- 3 Camera shoot of CEOSpeak from different angles.
- 2 Camera shoot of Chairman's dinner from different angles.
- 2 Camera shoot for Theme Pavilion from different angles.
- 2 Camera shoot for Children's Pavilion from different angles.
- 2 Cameras Multicam Setup for Live & Deferred Live coverage of NDWBF 2018 with projection on huge LED Screen and other multiple screens.
- 2 Camera shoot for parallel events coverage at Book Fair.
- 5 single camera shoot for each of the 5 Authors' Corners with live streaming on LED TV at the respective Author's Corners with proper cable connectivity to the LED TV.
- Documentary Film of NDWBF 2018 (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.
- Small (not more than 10 min footage), quickly uploadable footages of NDWBF 2018 videos need to be provided to NBT's Social Media Cell for uploading on the NBT's YouTube 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.
- Still Photography Documentation of NDWBF2018 needs to be provided in USB Hard Disks and also in DVDs or USB pen drive.
- Any other job(s) that may be assigned during the fair.

Professional and experienced crew must be there with every Still Camera/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 2018 as per the requirements and specifications of NBT, India from 06-14 January 2018 and also cover Press Conference (4 Jan 2018 at Constitutional Club), CEOSpeak (7 Jan 2018 at Hotel Ashoka), Chairman's Dinner (8 Jan 2018 at Hotel Ashoka). **The assignment will be mainly from 6 to 14 January 2018, 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 2018 must be documented during all the event days with Full HD Video Cameras, Jib with track and online editing with Video distribution scenarios including on line editing. It is required to provide projections in video walls as specified by National Book Trust, India. Besides 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 2018. 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 2018. 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.

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. All the crew members must be present full-time in the venue and must have a coordinator to whom we can interact with. Editing must be in a professional editing studio and corrections/improvements must be made according to NBT's instructions.

Annexure - I

CHECKLIST of Supporting Documents

(Please do tick mark in relevant columns)

S.N.	Name of Documents	Yes	No	Page No.
1	Tender document indexed with page numbers and properly bound together			
2	Tender fee including GST @ 18%			
3	EMD fee Rs. 25000/- (DD/Pay Order)			
4	Complete profile of the Firm			
5	Annual Turnover of Rs.25.00 lakhs for the last two Financial Years with Audited Accounts Proof attached.			
6	Copy of Income Tax Returns for the three preceding financial years.			
7	Copy of 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 as Self-declaration stating that the bidding firm/ agency has not been blacklisted/ deregistered or debarred by any Govt. department/ Institution.			
9	Copy of PAN Card.			
10	GSTN Registration Certificate			
11	Registration Certificate of the Company/Firm.			
12	A copy of this tender document duly signed and stamped by authorized signatory of the bidding firm/ agency as a token of acceptance of all terms and conditions of this tender.			
13	One original cancelled cheque			

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

SIGNATURE AND STAMP OF TENDERER

With official Seal:

Telephone No. and date:

FINANCIAL BID

**For Videography/Still Photography and For Live and Deferred Live of the NEW DELHI
WORLD BOOK FAIR 2018 on Centrally Displayed Huge LED Screen**

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

S.N.	Event	Duration	Total Amount
1	Press Conference	1 day	
2	CEOSpeak	1 day	
3	Chairman's Dinner	1 day	
	SUB TOTAL		

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

S.N.	Event	Duration	Total Amount
1	8'x24' thin bazel 10m with stand and back support, and connectivity with 3 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)

S.N.	Event	Duration	Total Amount
1	Full HD Video Camera with Full HD Video Mixer. Digital Video Switcher, Monitors, Audio Mixer, DVD Player, 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)

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			

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

Signature and Name of the Bidder with official stamp and date