

NOTICE INVITING TENDER

Subject : **Submission of Tender for fabrication of stalls using Octonorm system, erecting of structure, installation of electrical fittings, PA system, etc. on hire basis for National Book Festival and Exhibition on 60 Years of NBT (18 to 26 March 2017) at different locations in Delhi, Patna, Bengaluru, Chennai, Cochin (Kochi), Hyderabad and Kolhapur**

Sealed tenders/bids are hereby invited for fabrication of stalls using octonorm system, erecting of structure, installation of electrical fittings, PA system, etc. on hire basis for “**National Book Festival**” and “**Exhibition on 60 Years of NBT**” from eligible contractors 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 25 lakhs per annum in the last three years.

1. The Tender document containing terms & conditions can be obtained from the Office of the Deputy Director (Exhibition), National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 on any working day between 9:30 a.m. and 5:00 p.m. as per the schedule given in the tabulated forms at next page (Except Saturdays, Sundays and Government Holidays) on payment of **₹1,000/- (Rupees One Thousand only) (Non-Refundable) for National Book Festival** in the form of cash/demand draft favoring **National Book Trust, India payable at New Delhi**. The Tender document can also be downloaded from our website i.e. www.nbtindia.gov.in and submitted with separate Demand Draft of ₹1,000/- towards Tender Fee (Non-Refundable) along with EMD and Tender for the Book Festival.

2. **NOTE:**

- i) The technical and financial bids for the Book Festivals at **New Delhi and Patna** may be submitted to and will be opened at the office of the Deputy Director (Exhibition), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110020;
- ii) The technical and financial bids for the Book Festivals at **Bengaluru, Chennai, Cochin (Kochi) and Hyderabad** may be submitted to and will be opened at the Regional Manager (SRO), National Book Trust, India, Hall No.1, BDA Shopping Complex, Banashankari II Stage, Bengaluru-560070; and
- iii) The technical and financial bids for the Book Festival at **Kolhapur** may be submitted to and will be opened at the Regional Manager (WRO), National Book Trust, India, Ravindra Natya Mandir, First Floor, P.L. Deshpande Maharashtra Kala Akademy, Prabhadevi, Mumbai

3. **Please Note** : Tenderer has to submit the Bids for the Book Festival as per the details given below:

- (i) **Technical Bid (Envelope-1)**: The technical bid 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. The technical bid should be submitted separately for Book Festival. The envelope of technical bid for Book Festival should be well sealed and super-scribed with “Technical Bid – National Book Festival”.
- (ii) **Financial Bid (Envelope-II)**: The financial bid for Book Festival shall contain the Priced Schedule of quantities (Chapter-7) quoting therein the rates of the items by the Tenderer. The envelope of financial bid for the Festival should be well sealed and super-scribed with “Financial Bid – National Book Festival” and placed in a separate envelope. The Technical and Financial Bids will be received in the Office of the Deputy Director (Exhibition), NBT, India or can be dropped in the Tender Box placed at the Reception of the Trust till 5:00 p.m. as per the schedule given in the tables.

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- (iii) While submitting the Technical and Financial Bids, it may be ensured that these tenders should be submitted in a sealed envelope only super-scribed with “Technical & Financial Bids – Tender for erecting of temporary structure, fabrication of stalls installation of electrical fittings, PA system, Exhibition on 60 Years of NBT, etc. for “National Book Festival”.

NOTE: Parties should submit separate bids in sealed envelopes for the Book Festival.

4. The Technical bids shall be opened in the presence of the Tenderers or their representative, who wish to be present. The technical bids shall be scrutinized by the Committee constituted for the purpose. Only one representative per party is allowed.
5. The Financial bids of those contractors, who qualify the technical terms of the Tender, shall alone be opened on the scheduled date and time.
6. The details for obtaining and submission of Tender Documents are as follows:

Sl. No	Tender Schedule	Date and time
1	Date of Issue of Tender document from NBT office	8 March 2017 at 9:30 a.m.
2	Last Date for submission of Tender document	14 March 2017 at 10:00 a.m.
3	Date for opening of Technical and Financial Bids	14 March 2017 at 11:00 a.m.

7. The contractors should quote in figures as well as in 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/-** for the **Book Festival** is to be deposited separately with the Tender in the form of Demand Draft/Pay Order/Banker's Cheque payable at New Delhi drawn in the favour of National Book Trust, India, otherwise the tender is liable to be rejected. **Please make ensure that Technical Bid should accompany the EMD of ₹50,000/- and Tender Fee of ₹1,000/-, failing which the Technical Bid shall be rejected.**
9. The Tenderer shall bear all costs associated with the preparation of the 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, which does not bind itself to accept the lowest tender and reserves rights 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 treated as rejected by the NBT.
11. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.

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12. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing the tenders will be liable for rejection.
13. Tenders shall remain open for acceptance till Three months from the date of opening of Technical Bid. If the Tenderer withdraws their 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/instructions of Competent Authority of NBT, India.
15. NBT reserves the right to delete any or all of the items for which rates are invited from the bidders.
16. Any modification/corrigendum issued with regard to this tender document shall be uploaded on NBT website: www.nbtindia.gov.in only. Bidders/Contractors are, therefore, requested to visit the website regularly till the last stipulated date of issuance of the tender document for ascertaining any modification/corrigendum issued in this regard.
17. The Director, NBT reserves the right to accept/reject any or all the tenders without assigning any reasons thereof.

NOTE :

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

Yours faithfully,

**Mohd. Imranul Haque
Deputy Director (Exhibition)
National Book Trust, India
Nehru Bhawan, 5 Institutional Area
Phase-II Vasant Kunj
New Delhi-110 070
Phone No.- 011-26707780-81-88**

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GENERAL TERMS AND CONDITIONS

1. **Parties**: The parties to the contract are the contractor(s), to whom the work has been assigned, and the NBT through the Director.

2. **Address**: For all purposes of the contract including arbitration thereunder, the address of the contractor(s) mentioned in the Bid(s) shall be final unless the contractor(s) notifies a change of address by a separate letter sent by registered post with acknowledgement due to NBT. The contractor(s) shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. **Contractor(s)**: The term contractor(s) shall mean company, firm **or** party to whom the contract is awarded, and 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(s).

6. **Bid(s)**: The entire set of Bid(s) paper issued to the Contractor(s) 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 documents by the Contractor(s). NBT reserve the right to summarily reject a bid where the /tender documents are not signed/initialed by the bidder

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 numericals/ figures and in words.
- ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity)
- iii) All corrections are to be initialed.
- iv) In case of any errors / omissions in the quoted rates, the rates given in the Bid(s) marked “original” shall be taken as correct rates. No modifications, writings or corrections can be made in the Bid(s) papers by the Contractor(s).

6.1 NBT reserves the right to reject the lowest or any Bid(s) and also to discharge any **or** all of the Bid(s) 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 Contractor(s) shall note that his Bid(s) shall remain open for consideration for three months from the date of opening of the Financial Bid (Price Bid).

7. **Signing of Bid(s) Documents**: Individual signing the Bid(s) **or** other documents connected with contract must specify whether he/she signs as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;

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- (b) A partner of the firm, if it be a partnership firm, in which case he/she 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 executed by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company.

NOTE:

- (i) In case of partnership firms, a copy of the partnership agreement, or copy of 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 Bid(s).
 - (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 Bid(s) and all other related documents must be signed by all partners of the firm.
 - (iii) A person signing the Bid(s) form or any documents forming part of the Bid(s) 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, shall cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
 - (iv) The Contractor(s) should sign and affix his/her firm's stamp at each page of the Bid(s) and all its Annexure as the acceptance of the offer made by the Contractor(s) will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING BID(S).**
 - (v) Any correction, mutilation or overwriting in figures of rates should be supported by signature of the bidder; otherwise the quotation may not be considered.
8. **Opening of Bid(s):** The Contractor(s) is at liberty either himself/herself or an authorized representative (not more than one) to be present at the opening of the Bid(s). The representative attending the opening of the Bid(s) on behalf of the contractor(s) should bring with him/her a letter of authority from the Contractor(s) and proof of identification.
9. **Criterion for Evaluation of Bid(s):** The NBT will examine the Bid(s) to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Bid(s) are generally in order. A Bid(s) determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the Contractor(s) by correction of non-conformity.

It must be kept in view that the no decision will be given by the Bid(s) Evaluation Committee. Any inferences drawn during the meeting of this committee by the contractor(s) 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 Bid(s) will not be disclosed. The award of work will be further subject to the specific terms and conditions of the contract given in Chapter - 3.

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10. **Validity of bids:** The bids shall be valid for Three months from the date of opening of the Financial Bid. This has to be so specified by the Contractor(s) in the financial bid.
11. **Right of acceptance:** NBT reserves the right to accept or reject any or all Bid(s)/quotations, and to annul the Bid(s) process without assigning any reason whatsoever and also does not bind itself to accept the lowest quotation or any Bid(s) for that matter. NBT has the right to discharge any or all of the Bid(s)s of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning any reasons and incurring any liability to the affected Contractor(s).
 - 11.1. The NBT may waive off any minor infirmity or non-conformity in the Bid(s) which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Contractor(s).
 - 11.2. Any failure on the part of the contractor(s) to observe the prescribed procedure and any attempt to canvass will prejudice the contractor's interest and his Bid(s) will be rejected forthwith. NBT also has the right to relax any condition of the Bid(s) before/after opening of Bid(s). The decision of the NBT in this regard will be final and binding on all Bid(s).
 - 11.3. Representatives of the NBT shall have the authority to inspect the office(s)/facilities with the contractor(s) before award of the contract.
12. **Communication of acceptance/right of acceptance:** Successful Contractor(s) will be informed of the acceptance of his Bid(s). Necessary instructions regarding the amount and time provided for Security Deposit, if any will be communicated.
13. **Performance Security:** **The bidder shall submit the performance security to the value of 10% of the basic value of contract in the form of Demand Draft or alternatively in the form of bank guarantee to NBT within 02 days** from the day of issue of work order along with the acceptance of work order. The Earnest Money shall be adjusted against the Performance security to be submitted by the successful bidder. The performance security 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 job assigned 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 50% payment **without any interest.**
14. **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, natural calamities, civil commotion, strikes, acts of terrorism, labour disputes and government or public authority's demands or requirements.
15. **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 of 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.

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16. **Breach of terms and conditions:** In case of breach of any of terms and conditions mentioned above, the Competent Authority of NBT 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.
17. **Subletting of work:** The firm shall not assign or sublet the work/job to any other person or party. In such case, the Trust can impose penalty as deems fit or even such contractor(s) can be blacklisted from applying to any future bids/tender of the Trust.
18. **Arbitration:** If any difference arises concerning this Agreement, its interpretation or the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, 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 laminated 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 laminated 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 thereunder and in force shall be applicable to such proceedings.
19. **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 NCT of Delhi will have jurisdiction to the exclusion of all other Courts.
20. **Validity of Bid(s):** The Bid(s) will be valid for Three months from the date of the opening of the Financial Bid(s).

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CONDITIONS SPECIFIC TO THE CONTRACT

1. Incomplete Bid(s) are liable to be rejected. It means Contractor(s) should quote for all items. If any item is missed or not quoted then its value will be considered as "ZERO" and the contractor(s) has to provide that item/facility free of cost.
2. 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.
3. When deemed necessary, the NBT may seek clarification on any aspect from the Contractor(s). However, that would not entitle the Contractor(s) to change or cause any change in the rates or any part of the Bid(s). The NBT may, if so desire, ask the Contractor(s) to give presentation for the purposes of clarification of the Bid(s). All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Contractor(s).
4. The Contractor(s), in their own interest, is advised to inspect the site and see its physical condition before submitting Bid(s) at their own cost. If required, the leveling of the ground shall be done by the Contractor(s) at his/her own cost.
5. The NBT will open the Bid(s) in the presence of the Contractor(s) or their authorized representative, 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

6. The successful contractor(s) would be handed over the site for construction of work **before 02 days before commencement of the Book Festival as per the requirement of work** and they should start the work immediately.
7. The successful contractor(s) must complete the work satisfactorily **one day before the commencement of the Book Festival by 5:00 p.m.** and handover the charge of the fair ground to the Officer-In-Charge of the Fair in writing. In case, no letter for handing over of the fair ground is given by the Contractor(s), the Trust shall consider the recommendation of the Officer-In-Charge for debiting the amount towards delay in work, if any.
8. The contractor(s) shall engage technically qualified personnel for executing the work.
9. Security money and performance guarantee amount shall, however, be liable to be forfeited in case the contractor(s) 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(s) backs out after award of the contract, Earnest Money Deposit shall be forfeited and also the contractor(s) will be blacklisted from NBT work in future.
10. **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(s) may also be blacklisted for future work. In such situation, NBT shall have the right to make alternate arrangement for completion of the work through some other contractor(s) of its choice. In that event, the entire cost so incurred by the NBT for getting the work done from other contractor(s), will have to be borne by the original contractor(s) and may be deducted from their bill or EMD/Security amount.**

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11. 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, is brought to the notice of the Officer-In-Charge, the contractor(s) will be liable to compensate to the value of loss thus incurred.
12. During the period of construction/equipment/fitting, the contractor(s) shall have to make his own arrangement for facilities at Book Festival Ground such as water, electricity, security etc.
13. The contractor(s) should insure 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(s) shall not be entitled to any compensation or claim from NBT, India for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots or any other reason, whatever it may be.
14. The contractor(s) will be responsible for the up-keep and maintenance of the entire structure/equipment/fitting constructed by him till the end of the Fair, for which no extra payment shall be made. Breakage and damages, if any, should immediately be replaced / repaired without any extra cost.
15. Contractor(s) should ensure that all electrical equipments, P.A. systems installed are working in order. If there is a power failure at the time of inauguration or if the P.A. system/mike/microphone/speaker, Generator Set, does not work at the time of inauguration due to any reason, then 20% of the amount of electrical bill shall be deducted as penalty. Hence, contractor(s) should take appropriate measures to avoid such situation.
16. 50% payment of the total value quoted in the financial bid will be made to the Contractor at the fair site, **subject to a physical verification report of items/materials/equipment, etc. done by the approved Physical Verification Committee of NBT.** The remaining 50% payment shall be made at the Headquarters along with EMD and security **without any interest** on completion of Book Festival. In case, anything adverse about the contractor(s) or his work is received by Headquarters from the Project Coordinator/Officer-In-Charge of the fair, then this 50% advance payment can be reduced or even the entire amount can be held up.
17. 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 Bid(s) is liable to be rejected.
18. The NBT reserves the right to accept or reject any Bid(s), and to annul the Bid(s) process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected Contractor(s) on the grounds for NBT's action.
19. The NBT reserves the right to visit the Godown of the Contractor(s) at any time before award of the job to assess the quality and quantity of the stock/material of the Bidder required for the fair.
20. The Contractor(s) will not be allowed to sublet the work to any other contractor(s) for providing any component during the Fair. Likewise, no co-sharing of the job will be permitted. In such case, the Trust can impose penalty as deemed fit or even such contractor(s) can be blacklisted from any future bidding process of the Trust.
21. The decision of the NBT **with regard to all terms & conditions shall be final and binding.**

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22. If, at any time during performance of the contract, the contractor(s) should encounter conditions impeding timely execution of the work, he/she shall promptly notify the NBT in writing of the fact of delay, its likely duration and its causes. 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.
23. **On conclusion of the National Book Festival, the contractor(s) must remove the installations/dismantle the entire structure by Midnight of 26 March 2017.** In case, the materials/items are not removed in time, necessary penalty as deemed fit shall be imposed.
24. Contractor(s) should make insurance of its articles, manpower or other items in his own interest.
25. In the event of items not being in required quantities or specifications, penalty will be imposed as under:

A. CIVIL CONSTRUCTION

a)	Stalls	25% of the quoted rate of the component and 10% of the total bill
b)	Stands	
c)	Auditorium	
d)	Reception	
e)	Gate	
f)	For other items	15% of the quoted rate of the component

B. ELECTRICAL FITTINGS & P.A. SYSTEM

a)	For not providing specified lamps & bulbs	25% of the quoted rate of the component and 10% of the total bill
b)	Generator Set as per specification of capacity, etc.	
c)	PA System & Microphone as per specification	
d)	Other Work	15% of the quoted rate of the component

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Parameters for executing the work (Qualification Criteria)

1. The tender document should be properly **indexed with page numbers**.
2. The firm has to declare the Company profile such as partnership/proprietorship/Memorandum & article of Association of the company, etc.
3. The firm should have the experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies for 3 years **in the similar field**. Copies of the experience certificates should be self-attested and enclosed with the Tender Document.
4. 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. **An undertaking should be provided on the Company's letter head stating that the Company has engaged the services of the electrical supervisor.**
5. Certified copies of last three years' balance sheet showing minimum annual turnover of ₹ 25 lakhs.
6. Certified copy of Income tax returns for last three years.
7. Self-attested copy of Registration.
8. Self-attested copy of the Service Tax Number.
9. Self-attested copy of Service tax return for last one year.
10. Self-attested copy of PAN card.
11. An Affidavit of ₹ 10/- duly signed and stamped by Notary stating that the Company has not been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization is required to be enclosed **(Photocopy of the affidavit will not be accepted)**.
12. Specimen. Signature, Name, Address, Contact No., designation/capacity of the person signing the tender document on plain paper is required to be enclosed.

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Specification of Work/ Bill of Quantity for National Book Festival (18 – 26 March 2017)

Sl. No.	Particulars	Appx./ Estimated Quantity
A.		
1.	<u>Structure</u> The hanger with Aluminum structure with waterproof and fire retardant sheet should be strong enough to sustain high speed wind/rain pressure. The hanger structure should cover 600 sq. mtr. with having passage of 4 mtr. (at least) in between the stalls, auditorium and 60 Years exhibition with entry and exit gate and provision of exhaust fan in sufficient no., if required. Wooden platform of 9" height made with 19mm thick hard board and bed supported with providing 2"x2" wooden batons in properly leveled having no undulation, create no sound on using and covered with good quality and clean carpet of uniform colour on complete area. 40 ceiling/pedestal fans are required to cover up the entire area of stalls/stands/passage. Auditorium of size 45 ft. x 60 ft. is also required within the hanger structure. The entry to the hangar structure should be affixed with branding/flex on the structure itself, with the approved design of the Book Festival. (The structure/design of stalls will be as per the layout provided by NBT)	500 – 700 sq. mtr. (Approx. Size)
2.	<u>Stall Size: (As per layout/design)</u> Stalls with computerized lettering on vinyl cutting name fascia in English/Hindi with prefab octonorm systems with octonorm tables of the same colour in the stalls (As per layout/design). The quantities of the following items may be increased/decreased as per the requirement).	1
	a) 100 MS Shelves of size 96"x8.5" with 2" depth duly powder coated in white colour (As per requirement)	
	b) 120 CFL Lights (each of 18 watts)	
	c) 40 Octonorm tables with counter of the same colour	
	d) 15 Black chairs with stall arms	
	e) 5 Plug Points for Computer	
	f) 20 Mineral water Bottles (each of one litre on per day basis)	
	g) Kanat to close the complete stall at night after Book Festival timings	
	h) Two Sofa-set (each of Three Seater) with Central Tables	
3.	<u>Exhibition on 60 Years of NBT — (As per design/layout)</u>	1
4.	Chemical Toilet block 4' x4' (if required) With necessary tap fittings and fixtures including washbasin, doors (with key and lock system) with provision of water flow. Electrical fitting with bulb for sufficient light in toilet area as well as way to toilets (each separate for Ladies and Gents)	2
5.	<u>Gate Size:</u> (width 20'xheight 20'-25') and as per design given by the office Material: Wooden frame and plywood on all four sides lettering on flex	2
6.	Auditorium is required for full duration of the Book Festival	1
	a) Backdrop in the size of 20' x 5' with flex on wooden frame with lettering on flex of approved shade	1
	b) Dais: Size 20'x18'x1½' 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, 10 good VIP chairs, 4 Pedestal Fans, Decoration of stage with flowers, flower arrangements for Dais along with arrangement of 8-10 Mineral Water Bottles (200 ML) for Dais	1
	c) Podium with NBT Logo	1
	d) Complete PA System and audio recording of inaugural function and other programmes along with provision of playing instrumental music during the Book Festival	1
	i) Speakers	6
	ii) Microphone HIFI (4 fixed with stand and 4 cordless microphone)	8
	e) Two Sofa-sets (Three seater – All White) with Centre Tables	5
	f) Fibre Chairs	150

(Initial of Tenderer with Rubber Stamp)

7.	Carpet for floor area	2000-2500 sq. ft.
8.	Tin Wall	2000-3000 sq. ft.
9.	Cloth Wall	2000-3000 sq. ft.
10.	Pots with seasonal flowers/plants	50 - 60
11.	Fire Fighting Equipment (CO ² Water and powder mix with refilling dates) with two qualified operators.	15 - 20
12.	Dustbins (Big Size) Plastic	5 - 10
13.	Indicator 1½'x2' (English/Hindi language)	5 - 10
14.	Sweepers for cleaning of ground, etc. full duration of Festival(10:00 a.m. to 8:00 p.m.)	2
15.	Security personnel round the clock: (*) Rates may be given on per day basis only:	
	a) Supervisor	1
	b) Guards	2 - 3
16.	Steel Almirah (Big Size)	2
17.	(*) Additional Furniture, if required – (Rates for full duration)	
	a) Wooden/steel tables 5'x2'	
	b) Wooden platform, if required (per sq. ft.)	
	c) Octonorm Panel Wall (rates may be given for 3 Panels)	
	d) Folding Chairs	
	e) Synthetic carpet with needle panel of blue/red colour – Rate per sq. ft.	Per Sq. ft.
	f) Preparation of Hoardings (Size: 10'x10' / 12'x16' / 20'x20') – Rate per sq. ft.	Per sq. ft.
	g) Ceiling/Pedestal Fan	1
	(*) These rates of table and chairs shall not be taken into account while finalizing the tender	
B. Installation of Electrical fitting		
18.	Metal lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	20 - 30
19.	Halogen lamps / LED Lights with adjustable beam and angle complete with sufficient lighting and necessary wiring	20 - 30
20.	Decorative LED bulbs for decoration of gate, etc.	500
21.	<u>Silent Generator set :</u> One 62 KVA Generator set (with fuel and operator) for full duration	1
22.	Main line connection for total job from electric and generator set sources and providing a line for connection inside the stalls/ stands of participants, 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. 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. Note : Only one time payment as quoted by the Tenderer will be made in case of any increase or decrease in number of stalls.	1
23.	Street light iron poles (20'x2-½')	15 – 20
24.	Photography (Photographs of all programmes may be provided in CD/DVD after conclusion of the Book Festival) – (20-25 photos)	Per programme
25.	Videography (Recording of all programmes may be provided in CD/DVD after conclusion of the Book Festival)	Per programme

(Initial of Tenderer with Rubber Stamp)

26.	LCD Unit–12' x 10' (9 days) — (The bazel 10m with stand and back support connectivity with multicam setup, connectivity with DVD player and laptop for insertion for AV's & TV's, Sound system & stage fold back speakers, Sound mixing console, cables with wires	1
	<u>OR</u>	
	LCD Unit–10' x 8' (9 days) — (The bazel 10m with stand and back support connectivity with multicam setup, connectivity with DVD player and laptop for insertion for AV's & TV's, Sound system & stage fold back speakers, Sound mixing console, cables with wires	1
27.	Office Block (4mtr.x4mtr.)	1
28.	Information Booth (3mtr.x3mtr.)	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

Dated:

Sub.: **Submission of Tender for temporary construction of structure, fabrication of stalls using Octonorm system, installation of electrical fittings, PA system, etc. on hire basis for National Book Festival and Exhibition on 60 Years of NBT (18 – 26 March 2017) at different locations in Delhi, Patna, Bengaluru, Chennai, Cochin, Hyderabad**

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.

As desired, the Tender Fee and EMD vide Demand Draft Nos. (1) _____ (2) _____ Dated (1) _____ (2) _____ drawn on _____ respectively in favour of National Book Trust, payable at New Delhi are enclosed. 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.

The details of the documents as required in Chapter – 4 as submitted as under:

1. Registration Number of the Firm _____
2. Service Tax Number _____
3. PAN Card Number _____
4. Electrical License Number _____

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.

(Initial of Tenderer with Rubber Stamp)

My/our tender shall remain valid till Three months 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

(Initial of Tenderer with Rubber Stamp)

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 National Book Festival 2017

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 Organization)
3. Present Address
4. Permanent Address
5. Earnest Money Amount :
6. DD No. & Date, Name of the bank/cash receipt no. of NBT, if deposited in cash
7. Whether each page of NIT and its Annexure have been signed and stamped.
8. Proposed date to start work **2 days before start of the Book Festival.**
9. List of Major Customers may be given on a separate sheet and proof of satisfactory execution of work in similar field.
10. Proof of the last three years' turnover of the firm which should not be less than Rs.25 lakhs each continuously for the preceding three years.
11. Permanent Account Number
12. Whether copies of authenticated balance sheet for the past three years enclosed _____.
13. Copies of the service tax returns for the one year
14. Experience certificate of contractor covering execution to various State Govt./Central Government in similar field.
15. The Work Order from the concerned Unit/Deptt. should be submitted, in support of the experience.
16. 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.
17. Any other information important in the opinion of the tenderer.

(Signature of Tenderer with stamp of the firm)

Date
Place

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)

TENDER FORM – II (FINANCIAL BID)
Specification of Work/ Bill of Quantity for National Book Festival (18 – 26 March 2017)

Sl. No.	Particulars	Appx./ Estimated Quantity	Rates per unit for full duration (in Rs.)	Total for full duration (in Rs.)																
A.																				
1.	<p><u>Structure</u> The hanger with Aluminum structure with waterproof and fire retardant sheet should be strong enough to sustain high speed wind/rain pressure. The hanger structure should cover 600 sq. mtr. with having passage of 4 mtr. (at least) in between the stalls, auditorium and 60 Years exhibition with entry and exit gate and provision of exhaust fan in sufficient no., if required. Wooden platform of 9" height made with 19mm thick hard board and bed supported with providing 2"x2" wooden batons in properly leveled having no undulation, create no sound on using and covered with good quality and clean carpet of uniform colour on complete area. 40 ceiling/pedestal fans are required to cover up the entire area of stalls/stands/passage. Auditorium of size 45 ft. x 60 ft. is also required within the hanger structure. The entry to the hangar structure should be affixed with branding/flex on the structure itself, with the approved design of the Book Festival. (The structure/design of stalls will be as per the layout provided by NBT)</p>	500 – 700 sq. mtr. (Approx. Size)																		
2.	<p><u>Stall Size: (As per layout/design)</u> Stalls with computerized lettering on vinyl cutting name fascia in English/Hindi with prefab octonorm systems with octonorm tables of the same colour in the stalls (As per layout/design). The quantities of the following items may be increased/decreased as per the requirement).</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">a)</td> <td>100 MS Shelves of size 96"x8.5" with 2" depth duly powder coated in white colour (As per requirement)</td> </tr> <tr> <td style="text-align: center;">b)</td> <td>120 CFL Lights (each of 18 watts)</td> </tr> <tr> <td style="text-align: center;">c)</td> <td>40 Octonorm tables with counter of the same colour</td> </tr> <tr> <td style="text-align: center;">d)</td> <td>15 Black chairs with stall arms</td> </tr> <tr> <td style="text-align: center;">e)</td> <td>5 Plug Points for Computer</td> </tr> <tr> <td style="text-align: center;">f)</td> <td>20 Mineral water Bottles (each of one litre on per day basis)</td> </tr> <tr> <td style="text-align: center;">g)</td> <td>Kanat to close the complete stall at night after Book Festival timings</td> </tr> <tr> <td style="text-align: center;">h)</td> <td>Two Sofa-set (each of Three Seater) with Central Tables</td> </tr> </table>	a)	100 MS Shelves of size 96"x8.5" with 2" depth duly powder coated in white colour (As per requirement)	b)	120 CFL Lights (each of 18 watts)	c)	40 Octonorm tables with counter of the same colour	d)	15 Black chairs with stall arms	e)	5 Plug Points for Computer	f)	20 Mineral water Bottles (each of one litre on per day basis)	g)	Kanat to close the complete stall at night after Book Festival timings	h)	Two Sofa-set (each of Three Seater) with Central Tables	1		
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3.	<u>Exhibition on 60 Years of NBT — (As per design/layout)</u>	1																		
4.	Chemical Toilet block 4' x4' (if required) With necessary tap fittings and fixtures including washbasin, doors (with key and lock system) with provision of water flow. Electrical fitting with bulb for sufficient light in toilet area as well as way to toilets (each separate for Ladies and Gents)	2																		

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5.	<u>Gate</u> Size: (width 20'xheight 20'-25') and as per design given by the office Material: Wooden frame and plywood on all four sides lettering on flex	2		
6.	Auditorium is required for full duration of the Book Festival	1		
	a) Backdrop in the size of 20' x 5' with flex on wooden frame with lettering on flex of approved shade	1		
	b) Dais: Size 20'x18'x1½' 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, 10 good VIP chairs, 4 Pedestal Fans, Decoration of stage with flowers, flower arrangements for Dais along with arrangement of 8-10 Mineral Water Bottles (200 ML) for Dais	1		
	c) Podium with NBT Logo	1		
	d) Complete PA System and audio recording of inaugural function and other programmes along with provision of playing instrumental music during the Book Festival	1		
	i) Speakers	6		
	ii) Microphone HIFI (4 fixed with stand and 4 cordless microphone)	8		
	e) Two Sofa-sets (Three seater – all White) with Centre Tables	5		
	f) Fibre Chairs	150		
7.	Carpet for floor area	2000-2500 sq. ft.		
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13.	Indicator 1½'x2' (English/Hindi language)	5 - 10		
14.	Sweepers for cleaning of ground, etc. full Book Festival (10:00 a.m. to 8:00 p.m.)	2		
15.	Security personnel round the clock: (*) Rates may be given on per day basis only:			
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	b) Guards	2 – 3		
16.	Steel Almirah (Big Size)	2		
17.	(*) Additional Furniture, if required – (Rates for full duration)			
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	c) Octonorm Panel Wall (rates may be given for 3 Panels)			
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	e) Synthetic carpet with needle panel of blue/red colour – Rate per sq. ft.	Per Sq. ft.		
	f) Preparation of Hoardings (Size: 10'x10' / 12'x16' / 20'x20') – Rate per sq. ft.	Per sq. ft.		
	g) Ceiling/Pedestal Fan	1		
	(*) These rates of table and chairs shall not be taken into account while finalizing the tender			

(Initial of Tenderer with Rubber Stamp)

B. Installation of Electrical fitting				
18.	Metal lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	20 - 30		
19.	Halogen lamps / LED Lights with adjustable beam and angle complete with sufficient lighting and necessary wiring	20 - 30		
20.	Decorative LED bulbs for decoration of gate, etc.	500		
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	OR			
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27.	Office Block (4mtr.x4mtr.)	1		
28.	Information Booth (3mtr.x3mtr.)			

Note:

1. Rates may be quoted for minimum quantity for all items.
2. For example, while quoting the rates, the minimum quantity may be taken as 500 against quantity mentioned as 500-700 at S.No.1.
3. Rates for the items 6 (a) to (f) for one day as well as for full duration including inaugural day may be mentioned.

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4. 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.
5. **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.**

(SIGNATURE OF THE CONTRACTOR)
(WITH SEAL)

(Initial of Tenderer with Rubber Stamp)