



राष्ट्रीय पुस्तक न्यास, भारत  
मानव संसाधन विकास मंत्रालय, भारत सरकार  
**NATIONAL BOOK TRUST, INDIA**  
Ministry of Human Resource Development, Govt. of India

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070  
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**TENDER NOTICE FOR DESIGNING AND FABRICATION OF  
THEME PAVILION ON INDIAN CULTURAL HERITAGE**

The National Book Trust, India (NBT), an apex body under Ministry of Human Resource Development, Govt. of India invites sealed Tenders/Bids for designing and fabrication of Theme Pavilion on '*Indian Cultural Heritage*' in Hall No.7(E) as per requirement for New Delhi World Book Fair to be held from 9 – 17 January 2016 at Pragati Maidan, New Delhi on the prescribed tender form as per specifications given in **Annexure-I**. Please see the attached Concept Note.

The Tender Document can be obtained from the office of the **Deputy Director (Exhibition), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase – II, New Delhi – 110070** from **17 November to 7 December 2015** on any working day **between 9.30 a.m. to 5.00 p.m.** on payment of ₹1000/- in cash (Non-Refundable) or by demand draft/pay order in favour of "National Book Trust, India" payable at New Delhi. The Tender document can also be downloaded from the Trust's Website: [www.nbtindia.gov.in](http://www.nbtindia.gov.in) and [www.eprocurement.gov.in](http://www.eprocurement.gov.in) website. The Tenders/Bids will be received **till 10:30 a.m. on 8 December 2015** in the office of the Deputy Director (Exhibition) or can be dropped in the Tender Box placed at the Reception of the Trust.

**Schedule of Tender:**

Sl. No.	Tender Schedule	Date and time
1.	Date of Issue of Tender	17-11-2015 – 07-12-2015 till 5:00 p.m.
2.	Date of submission of Tender Form	08-12-2015 till 10:30 a.m.
3.	Date of opening Technical Bid	08-12-2015 at 11:30 a.m.
4.	Date of opening of Financial Bid	08-12-2015 at 2:30 p.m.
5.	Earnest Money Deposit	₹ 50,000/-

The Director, NBT reserves the right to accept/reject any of the Tenders or annul the entire tender process without assigning any reason.



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**NATIONAL BOOK TRUST, INDIA**  
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Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070

**DESIGNING AND FABRICATION OF THEME PAVILION IN HALL NO.7(E)  
as per requirement for New Delhi World Book Fair, Pragati Maidan, New Delhi  
(9 – 17 January 2016)**

**TERMS AND CONDITIONS**

1. The tender shall be submitted on the prescribed tender form (**Annexure-1**).
2. If the cover of the tender is not sealed and marked, the NBT will assume no responsibility for the tender's misplacement or premature opening.
3. The tenderer should clarify whether the individual signing the tender or other documents in connection with the tender signs as:
  - 3.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietor, or
  - 3.2 A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the partners, or
  - 3.3 Director or a principal officer duly authorized by the Board of Directors of the Company.
  - 3.4 The tender should be signed either by the proprietor or by his authorized representative. In case of the latter, an authority letter should be enclosed with the tender.
4. Incomplete tenders are liable to be rejected. It means Tenderer should quote for all items. If any item is missed or not quoted, the entire Tender will stand rejected.
5. The quantities mentioned in the schedule may either be increased or reduced at the discretion of the NBT. However, for the reduced quantity no claim shall be entertained and if considered necessary, any item could be dropped completely and for such item(s) too, no claim will be entertained.
6. 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.
7. If there is a discrepancy in rates between words and figures, the amount in words will prevail.

8. When deemed necessary, the NBT may seek clarification on any aspect of the Tender from the tenderers. However, that would not entitle the tenderer to change or cause any change in the price quoted. The NBT may, if so desired, ask the tenderer to give presentation for the purposes of clarification of the tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the tenderer.
9. The minimum turnover of the contractor should be at least ₹ 1.00 crore per annum during the last three Assessment Years.
10. The Tenderers, in their own interest, are advised to inspect Hall No.7-E of Pragati Maidan for designing and fabrication of Theme Pavilion before submitting tenders to the NBT. They should also go through the **attached Concept Note** for clear understanding of the essence of the theme. For further information/clarification, the Tenderer may contact Deputy Director (Art), NBT, India who will solely be responsible for aesthetic part of the Theme Presentation.
11. The NBT will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
12. A tender determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the tenderer by correction of the non-conformity.
13. The NBT may waive 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 the NBT in this regard will however be final.
14. **Earnest Money**  
Earnest Money Deposit (EMD) amount of ₹ 50,000/- is to be deposited with the tender in the form of Demand Draft/Banker's Cheque payable at New Delhi and drawn in favour of National Book Trust, India, otherwise the tender is liable for rejection without any notice. **E.M.D in the form of Bank Guarantee or any other form is not acceptable.**
15. **Liquidated Damages**  
Work must be completed by 2:00 p.m. on 8 January 2016 in all respects. **Failure to do so will entitle the NBT to impose a penalty of ₹ 10,000/- per hour on the contractor and he may be blacklisted for future work.** In addition to it the Performance Guarantee Deposit and EMD shall stand forfeited. Further, failure on the part of the contractor to complete the job in accordance with the terms and conditions set out and within the specified time schedule will confer on the NBT the right to get the work done through another contractor, in which event, the entire cost/ damages so incurred by the NBT will have to be paid by the first contractor.
16. It will be the responsibility of the successful contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at her/his own cost. He should take necessary precautions to safeguard against possible hazards/ accidents.

17. The tenderer is advised to see the 3D Model/Max presentation/Floor Plan of the Theme Pavilion on the Theme in the Art Cell at National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.
18. The quality of material to be used for the designing and fabrication of Theme Pavilion should conform to the approved 3D Model/Max presentation/Floor Plan. Any deviation in quality will render the contractor liable to penalty as may be decided by the Trust. The decision of the Trust in this regard shall be final and binding on the contractor.
19. The contractor shall engage technically competent personnel for executing the work.
20. The 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 qualified to perform the contract satisfactorily.
21. Before award of the contract, the successful tenderer will be required to deposit Performance Guarantee (refundable) a sum equivalent to 10% of the value of the contract in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at Delhi. The Performance Guarantee deposit shall be released by the NBT after successful completion of the contract in all respects.
22. The security money shall be forfeited in the event the contractor either fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the specifications. **If the successful contractor backs out after opening the quotations or on award of the contract, Performance Guarantee is liable to be forfeited.**
23. During the period of construction of Theme Pavilion, the contractor shall have to make her/his own arrangement for various amenities necessary for the smooth execution of the work.
24. The contractor will be responsible for the up-keep and maintenance of the entire structure of Theme Pavilion constructed by her/him till the end of the Fair, for which no extra payment shall be made. Breakage and damages, if any, shall immediately be replaced/repared by the contractor without any extra cost.
25. The payment of the billed amount will be made subject to a physical verification by the officers of the NBT.
26. Documentary evidence of the tenderer being a registered/approved contractor is required to be submitted with the bid.
27. The copies of the Service Tax Registration Number and Service Tax Return (for last one Assessment Year 2014-15) should also be submitted with the bid.

28. TDS shall be deducted at source as applicable under the rules. **Copy of the Permanent Account Number (PAN) issued by the Income Tax Authorities must be enclosed with the Bid**, without which the tender is liable to be rejected.
29. Certified copy of last three years balance sheet showing minimum annual turnover of ₹1.00 crore each yearly continuously to be attached with the bid.
30. Certified copy of Income Tax Return for last 03 Assessment years (2013- 14, 2014-15 & 2015-16).
31. An affidavit stating that the company/firm/ should not have been debarred or blacklisted by any Central / State Govt. / PSU / Autonomous Bodies must be enclosed.
32. The company/firm should have the experience of similar work with Central / State Govt. / PSU / Autonomous Bodies within India and abroad for three years.
33. The 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 the award of the contract, without thereby incurring any liability to the affected tenderer or tenderers on the grounds for NBT's action.
34. **The Theme Pavilion must be dismantled and the material removed by 11:59 P.M. on 17 January 2016 failing which suitable penalty will be imposed to the contractor as charged by the ITPO.**
35. Any loss to the NBT or to the Fair participants due to the negligence/lapse on the part of the contractor shall be borne by the contractor. Alternatively, the amount of loss will be deducted from the amounts payable to the contractor. The Tenderer should get public liability insurance for the Theme Pavilion.
38. The NBT reserves the right to accept/reject any/all the tenders without assigning any reason.
39. **Validity of the bid**  
The bid submitted by the tenderers shall be valid for a minimum period of three months from the date of opening of the bid.
40. **Arbitration**  
That it has been mutually agreed between the Director, NBT and the Firm/Vendor that any dispute arising out of this acceptance shall be referred to for Arbitration to the Chairman, NBT address and his decision shall be binding on the Firm/Vendor. The Firm/Vendor shall not raise any question of competence of Chairman, NBT to act as the sole Arbitrator in such dispute(s).
41. **Legal Jurisdiction**  
Any legal dispute will be subject to jurisdiction of Delhi Courts only and no other Court shall have the jurisdiction.

## **PARAMETERS FOR EXECUTING THE WORK (QUALIFICATION CRITERIA)**

The following documents are requested to be enclosed with the Tender Document.

1. The firm / contractor should be registered and in existence for at least 3 years.
2. Tender Fee and EMD (separate DDs).
3. Self-attested copy of the PAN Card.
4. Self-attested copy of Service Tax Registration Number.
5. Self-attested copies of Service Tax Return of last 01 Assessment Year (2014-15) and Registration. The turnover of the firm for last three Assessment Years (2013-14, 2014-15 & 2015-16) should be of ₹1.00 crore.
6. Certified copy of last three years' balance sheet showing minimum annual turnover of ₹1.00 crore each yearly continuously.
6. Certified copy of Income Tax Return for last 03 Assessment years (2013-14, 2014-15 & 2015-16).
7. 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.
8. The company/firm should have experience certificate of the similar work with Central / State Govt. / PSU / Autonomous Bodies within India and abroad for three years.

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070

**ANNEXURE-I**

Quotation for designing and fabrication of Theme Pavilion  
(Hall 7-E, Area – 725 sq. mtrs.)  
at New Delhi World Book Fair (9-17 January 2016)  
Pragati Maidan, New Delhi

Sl. No.	Specifications	Amount [ ₹ ]
1.	<b>Floor</b> - Raised Flooring/ Platform of 10 cms/3.50 inch, 15 cms/6 inch and 30 cms/12 inch (stone effect print vinyl on board and wooden vinyl flooring combination, all round shaped) Protective foil during build up period. See 3 D model and floor plan (drawing -A.)	
2	<p><b>Backwall</b> - Back side wall (round shaped) outside wall will be made of Medium Density Fibre Board (MDF) with mat paint finish. Height 4mtrs (Please.see 3D picture and Drawing B and D).</p> <p><b>Pillars</b> - Pillars 20 in number, Size- Height 250 cms Curved Pillar Base - MDF/ fiber round &amp; square base/ top (see 3D Model and Drawing-C). Curved MDF Pillars structure with round ceiling (100 cms, see Drawing C) for concealed lighting the ceiling (overhead lighting).</p> <p>Pillars 7 in number with 7 colours, Size- Height 400 cms Curved Pillar Base - MDF/fiber, backlit cover round &amp; square base/top ( see 3D Model and Drawing-E). Curved MDF fascia/structure with round ceiling (100 cms, see Drawing C) for concealed lighting (overhead lighting)</p> <p>Pillar 1(Round) Size- Height 400 cms Curved Pillar Base - MDF/ Fiber Backlit cover (see 3D Model and Drawing-E). Curved MDF fascia/structure with round ceiling (100 cms, see Drawing F) for concealed lighting (overhead lighting.)</p>	
3	<p><b>Gate</b> - 2 Gates as per 3D model and drawing G1 and G2, made of MDF, POP, fiber, thermocol etc. Size- Height 400 cms with all details and lights. The gates should match with the entry pillars of ITPO at Foyer-A &amp; B.</p> <p>Gate 3 outside foyer -A, cover by MDF and digital artwork. Pl. visit site for the size.</p> <p>2 fiber/ clay replica sculptors based on the picture/ drawing-S.</p>	

4	<p><b>Special Elements</b> - 5 partitions (see model) made of MDF with mat finish.</p> <p><b>Bookrack</b> - Book Display racks on central area &amp; side wall (both &amp; single side) (see 3D model and drawing F). Height of all book racks and 15 Podiums are as per drawing-F. concealed lighting for the Book display racks (see the drawing-B, of the book racks). 4 information table (half round) made of acrylic/glass MDF, Curved sections with translight display (see 3D model/drawing).</p> <p>10 Self-Standing manuscript/ paper display table cover with glass, (size- see drawing -T) made from MDF, glass etc. 10 Traditional Indian Pothi stand.</p>	
5	<p><b>Furniture - i)</b> Chairs - 80 in number, Center Table- 6 nos. For Office/Meeting area &amp; stage</p> <p>2 seater sofas with centre table, 3 sets(Furniture should match the picture/Floor Plan)</p> <p>Special sofas, center table and chairs (1 set each) for East, North- East, North, West and South areas. ( for East &amp; North-East- sofas, center table and chairs made by cane/ bamboo, for North- Trinoli design based, for West - Gujrati design and for South- must reflect the flavour southern zone)</p> <p>Craft/Art item- 5 items from each zone (i.e.Teracotta, Madhubani, patachitra from East zone)</p> <p><b>Logos and Graphics-</b> “Graphics prints on HP high resolution self-adhesive vinyl on back wall, inside meeting room, near entrance. On the curved pillar (8 nos) Translight, Backlit Graphics. Front &amp; Back side on the curved pillar (20 nos- Graphics print on HP high resolution self-adhesive vinyl with visuals etc. back wall and information Desk.</p>	
6	<p><b>Electrical and lighting requirements-</b> For backwall - all lights , 75W (silver colour). Electrical sockets near seating area ( 10 nos). 10 Tube light in office room, One LED WALL- P-5 with complete sound system &amp; MDF mount. LED/ video wall at Foyer -A, with DVD/Pendrive player, sound system ( see model) 6 touch display system (see model and picture- T)</p>	
7	<p><b>Flower pots</b> – 50. Other Elements : Dustbin- 5pc.</p>	



8	<b>Installation &amp; Dismantling</b> Installation at site, Pavilion will be dismantled and space will be cleared by the Contractor at its own costs and as per the terms and conditions of the fair authorities	
Taxes/Vat or any other charges if any		
Total (in words) _____ Quoted amount inclusive of all taxes, services, vats, permission charges, damage charges ( if any) etc.		Total ₹ _____

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

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

PAN: \_\_\_\_\_