

**NATIONAL BOOK TRUST, INDIA**

**Nehru Bhawan**

**5, Institutional Area, Phase – II, Vasant Kunj,**

**New Delhi - 110070**

**(Tel) 26707700, 26707779 (Fax) 26707846**

## **TENDER**

**TENDER FOR TEMPORARY CONSTRUCTION OF STALLS USING OCTONORM SYSTEM AND INSTALLATION OF ELECTRICAL FITTINGS, PA SYSTEM, ETC. ON HIRE BASIS FOR ALIGARH BOOK FAIR AT ALIGARH MUSLIM UNIVERSITY GROUND, OPPOSITE MAULANA AZAD LIBRARY, ALIGARH TO BE HELD FROM 17 - 21 OCTOBER 2012**

**DATE OF ISSUE OF TENDER FORM : 5/9/2012 (During Office Hours)**

**LAST DATE FOR SUBMISSION : 20/9/2012 (up to 12:00 Noon)**

**DATE OF OPENING TECHNICAL BID : 20/9/2012 at 2:00 p.m.**

**DATE OF OPENING OF FINANCIAL BID : 21/9/2012 at 11:00 a.m.**

## TABLE OF CONTENTS

### TECHNICAL BID- (ENVELOPE - I)

CHAPTER	PARTICULARS	PAGE	
		From	To
1.	Notice Inviting Tender	1	2
2.	General Terms and Conditions	3	7
3.	Conditions specific to the contract	8	10
4.	Parameters for execution of work (Qualification Criteria)	11	11
5.	Specification of work/ Bill of Quantity	12	13
6.	Application Form	14	16

### PRICE BID (ENVELOPE - II)

CHAPTER	Particulars	Page No	
		From	To
7.	Price schedule of Quantity	17	19

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

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

Dated : \_\_\_\_\_

**NOTICE INVITING TENDER**

Subject : **Submission of Tender for temporary construction of stalls using Octonorm system and installation of electrical fittings, PA system, etc. on hire basis for Aligarh Book Fair at Aligarh Muslim University Ground, Opposite Maulana Azad Library, Aligarh to be held from 17 – 21 October 2012.**

Sealed tenders/bids are hereby invited for providing temporary construction of stalls using Octonorm system and installation of electrical fittings, PA system, etc. on hire basis for **Aligarh Book Fair at Aligarh Muslim University Ground, Opposite Maulana Azad Library, Aligarh** 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 and conditions can be purchased from National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 **during the period from 5/9/2012 to 20/09/2012** (Except Sundays and Government Holidays) up to **12:00 Noon** on payment of **Rs.1000/- (Rupees One Thousand only) (Non-Refundable)** 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](http://www.nbtindia.gov.in) and submitted with separate Demand Draft of Rs.1000/- towards Tender Fee (Non-Refundable) along with EMD and Tender.
2. Tender should be submitted in two sealed envelope, **TECHNICAL BID** (Envelope-I) 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. **FINANCIAL BID** (Envelope - II) shall contain Priced Schedule of quantities.
3. **Tenders placed in sealed covers [in two envelopes duly marked as TECHNICAL BID (Envelope-I) and Financial BID (Envelope-II)] with the name of the project written on each envelope should strictly be placed in the outer envelope and marked on top as "Tender for Temporary construction for Aligarh Book Fair at Aligarh Book Fair at Aligarh Muslim University Ground, Opposite Maulana Azad Library, Aligarh. The tenders will be received till 20/09/2012 up to 12:00 Noon in the office of Deputy Director (Exhibition), NBT, India or can be dropped in the tender box placed at the Reception of the Trust.**
4. The technical bid shall be opened on **20 September 2012 at 2.00 p.m.** in the presence of the Tenderers or their representatives who wish to be present. The technical bids shall be scrutinized by the Committee constituted for the purpose. The Financial bids of those contractors whose technical bids are acceptable to NBT shall alone be opened and the decision of NBT in this regard shall be final and binding. The Financial bids will be opened on the next day i.e. **21 September 2012 at 11:00 a.m.**
5. Tender can be obtained from the office of the NBT as per following schedule.

Sl. No	Tender Schedule	Date and time
1	Issue of Tender from NBT office	5/9/2012 (During office hours)
2	Last Date of submission of Tender	20/09/2012 till 12:00 Noon
3	Date of opening of Technical Bid	20/09/2012 at 2:00 p.m.
4	Date of opening of Financial Bid	21/09/2012 at 11:00 a.m.

6. The contractors should quote in figures as well as in the 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.

7. Earnest Money Deposit (EMD) amounting to **Rs.50,000/-** is to be deposited with the tender in the form of Demand Draft/ Banker's Cheque payable at New Delhi drawn in the favour of National Book Trust, India, otherwise the tender is liable for rejection. **E.M.D in the form of Bank Guarantee or any other form is not acceptable.**
8. The Tenderer shall bear all costs associated with the preparation of his 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.
9. The acceptance of a tender will rest with the Competent Authority of NBT, who does not bind himself to accept the lowest tender and reserves to himself the authority 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.
10. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.
11. 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.
12. Tenders shall remain open for acceptance for a period of 3 months from the date of opening of Technical Bid. If the Tenderer withdraws his 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.
13. 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.

**NOTE :**

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

Yours faithfully,

**DEPUTY DIRECTOR (EXHIBITION)  
NATIONAL BOOK TRUST, INDIA  
NEHRU BHAWAN, 5 INSTITUTIONAL AREA  
PHASE-II VASANT KUNJ  
NEW DELHI-110070  
PHONE NO.- 26770778**

**GENERAL TERMS AND CONDITIONS**

**Subject:** Submission of Tender for temporary construction of stalls using Octonorm system and installation of electrical fittings, PA system, etc. on hire basis for Aligarh Book Fair.

**1. Parties**

The parties to the contract are the contractor (the Tenderer to whom the work have been awarded) and the NBT through the Director.

**2. Address**

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to NBT. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

**3. Contractor**

The term contractor shall mean Company, firm or the party to whom the Contract is awarded and his/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.

**6. TENDERS**

The entire set of tender paper issued to the Tenderer 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 papers by the Tenderer. 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 English figures and English 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 tender marked "original" shall be taken as correct rates. No modifications, writings or corrections can be made in the tender papers by the Tenderer, but may at his option offer his comments or modifications in a separate sheet of paper attached to the original tender papers.
- 6.1 NBT reserves the right to reject the lowest or any tender and also to discharge any or all of the tenders 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 Tenderer shall note that his tender shall remain open for consideration for a period of 3 months from the date of opening of the tender (Price Bid).

(Initial of Tenderer with Rubber Stamp)

## 7. Preparation and Submission of Tender

The tender should be submitted in two parts, namely: (i) Technical bid and (ii) Financial bid. The duly filled up chapter 6 along with Demand Draft of Earnest Money amount shall be placed in the sealed cover containing Technical Bid. The financial bid shall be given in Chapter 7. Each bid should be kept in separate sealed covers, addressed to the undersigned. The outer envelope containing both sealed covers should bear the address, Tender No. and date, subject of tender, date and time of opening of the same. The inner envelope should be superscripted with Tender No, subject of tender whether the envelope is containing the 'Technical Bid' or the 'Financial Bid' and date of opening of the tender.

**(A). Signing of Tender** : Individual signing the tender or other documents connected with contract must specify whether he signs as:

- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- (b) A partner of the firm, if it be a partnership firm, in which case he 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 execute by the partners of the firm.
- (c) Director or a principal officer duly authorized by the Board of Directors of the Company.

### **N.B.**

- (i) In case of partnership firms, a copy of the partnership agreement, or 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 tender.
- (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 tender and all other related documents must be signed by all partners of the firm.
- (iii) A person signing the tender form or any documents forming part of the tender 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, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (iv) The Tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexure as the acceptance of the offer made by the Tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING TENDER.**
- (v) Any correction, mutilation or overwriting in figures of rates should be supported by your signature; otherwise the quotation may not be considered.

**(B) Technical Bid:** The Tenderer should submit the technical details in contract form in chapter 6.

**(C) Financial Bid:** It should be submitted in form given in Chapter- 7 i.e Price schedule.

**Tenders placed in sealed covers (in two envelopes duly marked as TECHNICAL BID (Envelope-I) and Financial BID (Envelope-II) with the name of the project written on each envelope should be placed in the outer envelope and marked on top as Tender for temporary construction for Aligarh Book Fair and the name of the applicant.**

Note :

- The inner envelopes shall also indicate the name and address of the applicant.
- If the outer envelope is not sealed or marked as prescribed above, the proposal may be rejected summarily

(Initial of Tenderer with Rubber Stamp)

## **8. Rates quoted**

The rates quoted in the tender shall be for each item for the entire duration of fair until it is specifically mentioned. 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.

## **9 Opening of tender**

The Tenderer is at liberty to be present either himself or authorize one representative at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the Tenderer and proof of identification.

## **10. Criterion for Evaluation of Tenders**

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. 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 non-conformity.

The evaluation of all responsive tender will be made first on the basis of technical and commercial information furnished in form given in Chapter - 6. The Financial bid (Chapter - 7) of such firms found valid based on technical parameters (as per Chapter - 4) only will be opened on the next day i.e. **12 September 2012 at 11:00 a.m.** It must be kept in view that the no decision will be given by the tender Evaluation Committee or any inferences drawn during the meeting of this committee by the tenders 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 tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in Chapter - 3.

## **11. Earnest money**

Earnest Money of **Rs.50,000/-** should be submitted in the form of a Demand Draft favoring **National Book Trust, India**, payable at Delhi along with Technical bid of their tenders.

- 11.2 Tenderer shall not be permitted to withdraw their offer or modify the terms and conditions thereof. In case the Tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Government.
- 11.3 The tenders without Earnest Money Deposit will be summarily rejected.
- 11.4 No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or security deposit.

## **12. Validity of bids**

The bids shall be valid for a period of 3 months from the date of opening of the tenders. This has to be so specified by the Tenderer in the financial bid.

## **13. Award of tender**

Financial bids shall be opened of only those tenders who will qualify the conditions/criteria of techno commercial bid specified in Chapter 4 of tender document.

## **14. Right of acceptance**

NBT reserves the right to accept or reject any or all tenders/quotations without assigning any reason and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

(Initial of Tenderer with Rubber Stamp)

#### **15. Communication of acceptance/right of acceptance**

The NBT reserve all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the NBT in this regard is final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work prejudice the contractor's quotation. Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit, if any will be communicated.

#### **16. Performance Security**

The bidder would have to submit the performance guarantee to the value of 10% of the basic value of contract in the form of DD or alternatively in the form of bank guarantee to NBT within 10 days from the day of issue of work order. The earnest money shall be adjusted against the performance guarantee to be submitted by the successful bidder. The performance guarantee 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 construction 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**.

#### **17. 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, civil commotion, strikes, acts of terrorism, labour disputes and government or public authority's demands or requirements.

#### **18. 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 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.

#### **19. Breach of terms and condition**

In case of breach of any of terms and conditions mentioned above, the Competent authority 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.

#### **20. Subletting of work**

The firm shall not assign or sublet the work/job to any other person or party.

#### **21. Arbitration**

If any difference arises concerning this Agreement, its interpretation or the payment to be made there under, 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 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 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 there under and in force shall be applicable to such proceedings.

(Initial of Tenderer with Rubber Stamp)



**22. 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 NTC of Delhi will have jurisdiction to the exclusion of all other Courts.

**23. Validity of tender**

The tender is valid for a period of 3 months.

(Initial of Tenderer with Rubber Stamp)

**CONDITIONS SPECIFIC TO THE CONTRACT**

1. The Tender should be submitted on the prescribed Tender Form chapter 6.
2. The Tenderer shall bear all costs associated with the preparation of his 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.
3. Incomplete Tenders are liable to be rejected. It means Tender should quote for all items. If any item is missed or not quoted then its value will be considered as "**ZERO**" and the contractor has to provide that item/facility free of cost.
4. 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.
5. When deemed necessary, the NBT may seek clarification on any aspect from the Tenderers. However, that would not entitle the Tenderer to change or cause any change in the rates or any part of the Tender. 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 preparation of documents and other meetings will be borne by the Tenderer.
6. The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting Tenders **at their own cost**.
7. The NBT will open the Tenders in the presence of the Tenderers or their authorized representatives, 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

8. The successful contractor would be handed over the site for construction **before three days of commencing of the Book Fair** and he should start the work immediately.
9. The successful contractor must complete the work satisfactorily by **5:00 p.m. one day before start of the Book Fair and submit its completion certification in writing to the In-charge of the Fair**.
10. Liquidated Damages: In case of failure to complete the job in time NBT shall impose a penalty up to **Rs.10,000** per hour apart from legal action, which the Trust may deem fit. The contractor may also be blacklisted for future work. **In such situation**, NBT shall have the right to make alternative arrangement for completion of the work through some other contractor of its choice. In that event, the entire cost so incurred by the NBT will have to be borne by the original contractor **and may be deducted from their bill or Security amount**.
11. If, at any time during performance of the contract, the contractor should encounter conditions impeding timely execution of the work, he shall promptly notify the NBT in writing of the fact of delay, its likely duration and its cause(s). As soon as practicable, after receipt of the contractor's notice, the NBT may evaluate the situation and may at its discretion extend the contractor's time for performance.
12. The contractor shall engage technically qualified personnel for executing the work.
13. Security money and performance guarantee amount shall, however, be liable to be forfeited in case the contractor 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 award of the contract, Earnest Money Deposit shall be forfeited and also the contractor will be blacklisted for work in future.

(Initial of Tenderer with Rubber Stamp)

14. 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, brought to the notice of the Officer-In-Charge, the contractor will be liable to pay 20% penalty of the loss thus incurred.
15. During the period of construction, the contractor shall have to make his own arrangement for facilities at Book Fair Ground such as water, electricity, security etc.
16. The contractor should ensure 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 shall not be entitled to any compensation or claim from National Book Trust, India for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots
17. The contractor will be responsible for the up-keep and maintenance of the entire structure constructed by 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 without any extra cost.
18. 50% payment of the billed amount will be made to the contractor during the Fair, subject to a physical verification by the officers of the NBT. The remaining 50% payment shall be made at the Headquarters along with EMD and security **without any interest** on completion of Book Fair.
19. 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 Tender is liable to be rejected.
20. 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.
21. The NBT reserves the right to visit the Godown of the Tenderer at any time before award of the job to assess the worthiness of the Bidder.
22. The Tenderer will not be allowed to sublet the work to any other contractor for providing any component during the Fair. Likewise, no co-sharing of the job will be permitted.
23. The decision of the NBT **with regard to all terms & conditions shall be final and binding.**
24. On conclusion of the Fair, the contractor must remove the installations **on the next day of the completion of the book fair by 6.00 p.m.** **In case, the materials/items are not removed in time, necessary penalty as deemed fit shall be imposed.**
25. In the event of items not being in required quantities or specifications, penalty will be imposed as under:

#### A. CIVIL CONSTRUCTION

S.No.	Particular(s)	If required quantity not supplied	If not as per specification
a)	Stalls	10%	20%
b)	Stands	10%	20%
c)	Auditorium	10%	20%
d)	Office Block	10%	20%
e)	Reception	10%	20%
f)	Gate	10%	upto 100%
g)	Chemical Toilet	10%	upto 100%
h)	For other items	10%	20%

(Initial of Tenderer with Rubber Stamp)

## B. ELECTRICAL FITTINGS & P.A. SYSTEM

S.No.	Particular(s)	If required quantity not supplied	If not as per specification
a)	For not providing specified lamps & bulbs	10%	20%
b)	Generator Set as per specification of capacity, etc.	10%	20%
e)	PA system & Microphone as per specification	10%	20%
f)	Other work	10%	20%

### 26. Validity of the bid

The bid submitted by the Tenders shall be valid for a minimum period of 3 months computed from the date of opening of the bid.

(Initial of Tenderer with Rubber Stamp)

**Parameters for executing the work (Qualification Criteria)**

The firm should be registered and should have existence of at least 5 years.

1. The firm has to declare the Company profile such as partnership/ proprietorship/Memorandum & article of Association of the company.
2. The firm should have the experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies for 3 years. Copies of the experience certificates should be self-attested and enclosed with the Tender Document. Those Tenderers, who have been submitting their tenders for the last two years for various book fairs in NBT and have found qualified in Technical Bids, need not to submit the Technical Bids.
3. The contractors should have electrical license from the Central/State Government.
4. Certified copy of last three years balance sheet showing minimum annual turnover of Rs.25 lakhs each year continuously.
5. Certified copy of Income tax returns for last 3 years (2009-10, 2010-11 and 2011-12).
6. Attested copy of Registration.
7. Attested copy of Service tax return.
8. Attested copy of PAN card.
9. The Company should not have been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization.
10. Specimen. Signature, Name, Address, Contact No., designation/capacity of the person signing the tender document on plain paper.

(Initial of Tenderer with Rubber Stamp)

**SPECIFICATION OF WORK/ BILL OF QUANTITY**

Sl. No.	Particulars	Appx./ Estimated Quantity
<b>A.</b>		
1.	<u>Stall: Size 3m x 3m</u> Waterproof superstructure with GI sheet roof of 3.3 m height with iron pipe 2½” posts; wooden platform of 12 ft. width and 9” in height with good quality clean carpet of uniform colour; false ceiling with hessian cloth on wooden baton and Hessian cloth coloured fascia on wooden baton 3’ wide fascia over the stall computerized lettering on vinyl cutting name fascia in English/Hindi on Stalls of 3m x 3m, each with prefab octonorm system with connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with 1 x 1 mtr. curved cut with provision of opening of table to be used for storage purpose from the front with vinyl finish, consisting of 9 MS shelves of size 96”x8.5” with 2” depth duly powder coated in white colour, 6 spotlights, one octonorm table for counter of the same colour, two black folding chairs with steel arms, a plug point for computer with 5 and 15 Amp socket, 1 big farrata fan, two water bottles of 1 litre for each stall on per day basis and one waterproof kanat of 3m x 3m size/cloth for closing the stall after the Book Fair timings.	50
2.	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 (each separate for Ladies and Gents)	2
3.	<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
4.	Auditorium is required for inaugural function only for one day. However, it may also be required for full duration, therefore, separate rates for the items (a) to (h) for one day as well as for full duration of the Book Fair including inaugural day may be mentioned.	1
	a) Pandal: Size 30’x45’ with cloth roof, steel pipes and cloth side walls with wooden platform of 9”height	1
	b) Backdrop in the size of 20’ x 5’ with flex on wooden frame with lettering on flex of approved shade	1
	c) Dias: 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, and 10 good VIP chairs	1
	d) Laying and fixing of new synthetic carpet (on hire basis) in the entire passage of the Hall inclusive of maintenance during the fair.	1500 sq. ft.
	e) Podium with frill	1
	f) Complete PA System and audio recording of inaugural function and other programmes (if required)	1
	i) Speakers	6
	ii) Microphone HIFI (6 fixed with stand and 2 cordless microphone)	2
	g) Sofa Sets (3 seater)	2
	h) Fibre Chairs	
	i) For the inauguration	100
	ii) For every day thereafter	50
5.	Carpet for floor area	1500 sq. ft
6.	Tin wall	5000 sq. ft.
7.	Cloth Wall (Should be neat and clear)	7000 sq. ft.
8.	Flower Pots	75

(Initial of Tenderer with Rubber Stamp)

9.	Fire Fighting Equipment (CO <sup>2</sup> Water and powder mix with refilling dates) with two qualified operators.	15
10.	Dustbins (Big Size) Plastic (As per requirement)	5
11.	List of participants on 4'x8' (one each in English and Hindi language)	2
12.	Indicator 1½'x2' (English and Hindi language)	8
13.	Sweepers for cleaning of ground, etc. full book fair (10:00 a.m. to 8:00 p.m.)	3
14.	Security personnel round the clock: a) Supervisor (8 hours shift) b) Guards (8 hours shift)	1 4
15.	Additional Furniture for stall holders only, if demanded. (*)	
	Wooden/steel tables 5'x2' (rates for entire duration)	
	Folding chairs (rates for entire duration)	
	Steel Almirah (small) (rates for entire duration)	1

(\*) These rates of table, chairs and almirah shall not be taken into account while finalizing the tender.

<b>B. Installation of Electrical fitting</b>		
16.	Metal lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	20
17.	Halogen lamps with adjustable beam and angle complete with 500 watts lamps and necessary wiring	20
18.	Light points with 60 watt lamp and reflectors for general lighting inside and outside with circuit control switches & necessary wiring etc. complete on main distribution & electric/diesel generator	20
19.	3 pin plug wherever necessary, with switch and necessary wiring for table lamps or for demonstration, display model lights in various sections each capable of carrying a load up to 200 watts	10
20.	40 (watt) bulbs for decoration of gate, etc., including all wiring	1000
21.	Silent Generator set : One 125 KVA Generator set (with fuel and operator) for full book fair duration One 62 KVA Generator set (with fuel and operator) for full book fair duration	1 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. <b>Note</b> : 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
24.	CD Player (with CDs of instrumental music) & three Pin Plug Point with speakers and one mike for announcement for the full duration.	1

**Requirement may increase or decrease as per decision of competent Authority.**

(Initial of Tenderer with Rubber Stamp)

**Application Form**  
**Tender No TBF/11/2012**  
**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

Tender No.2/ABF/2012

Dated:

Sub.: **Submission of Tender for temporary construction of stalls using Octonorm system and installation of electrical fittings, PA system, etc. on hire basis for Aligarh Book Fair, Aligarh (17 – 21 October 2012)**

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.

A Demand Draft No./Cash Receipt no. of NBT, if deposited in cash \_\_\_\_\_  
Dated \_\_\_\_\_ drawn on \_\_\_\_\_ intended for the prescribed amount in favour of National Book Trust, payable at New Delhi is enclosed as earnest money as desired. 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.

My/our PAN no \_\_\_\_\_ and Service tax no \_\_\_\_\_.

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 for a period of 1 year 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

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 **14 October 2012**.
9. List of Major Customers may be given on a separate sheet and proof of satisfactory execution of work.
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 last three years
14. Experience certificate of supplier covering execution to various State Govt./Central Government.
15. The Supply Order from the concerned Unit/Deptt. should be submitted, in support of the experience.
16. Declaration in Affidavit on Non Judicial Stamp Paper of Rs.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)

## PRICE SCHEDULE

Sl. No.	Particulars	Rate per unit/per sq. meter	Appx. Quantity	Total Amount
<b>A.</b>				
1	<b>Stall: Size 3m x 3m</b> Waterproof superstructure with GI sheet roof of 3.3 m height with iron pipe 2½” posts; wooden platform of 12 ft. width and 9” in height with good quality clean carpet of uniform colour; false ceiling with hessian cloth on wooden baton and Hessian cloth coloured fascia on wooden baton 3’ wide fascia over the stall computerized lettering on vinyl cutting name fascia in English/Hindi on Stalls of 3m x 3m, each with prefab octonorm system with connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with 1 x 1 mtr. curved cut with provision of opening of table to be used for storage purpose from the front with vinyl finish, consisting of 9 MS shelves of size 96”x8.5” with 2” depth duly powder coated in white colour, 6 spotlights, one octonorm table for counter of the same colour, two black folding chairs with steel arms, a plug point for computer with 5 and 15 Amp socket, 1 big farrata fan, two water bottles of 1 litre for each stall on per day basis and one waterproof kanat of 3m x 3m size/cloth for closing the stall after the Book Fair timings.		50	
2.	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 (each separate for Ladies and Gents)		2	
3.	<b>Gate Size</b> (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	
4.	Auditorium is required for inaugural function only for one day. However, it may also be required for full duration, therefore, separate rates for the items (a) to (h) for one day as well as for full duration of the Book Fair including inaugural day may be mentioned.		1	
a)	Pandal: Size 30’x45’ with cloth roof, steel pipes and cloth side walls with wooden platform of 9” height		1	
b)	Backdrop in the size of <b>20’ x 5’</b> with flex on wooden frame with lettering on flex of approved shade		1	
c)	Dias: 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, and 10 good VIP chairs		1	
d)	Laying and fixing of new synthetic carpet (on hire basis) in the entire passage of the Hall inclusive of maintenance during the fair.		1800 sq. ft.	
e)	Podium with frill		1	
f)	Complete PA System and audio recording of inaugural function and other programmes (if required)		1	
i)	Speakers		6	
ii)	Microphone HIFI (6 fixed with stand and 2 cordless microphone)		4	
g)	Sofa Sets (3 seater)		2	
h)	Fibre Chairs			
i)	For the inauguration		100	
ii)	For every day thereafter		50	

(Initial of Tenderer with Rubber Stamp)

5.	Carpet for floor area		5000 sq. ft	
6.	Tin wall		25000 sq. ft.	
7.	Cloth Wall (should be neat and clean)		30000 sq. ft.	
8.	Flower Pots		100	
9.	Fire Fighting Equipment (CO <sub>2</sub> Water and powder mix with refilling dates) with two qualified operators. One equipment shall be placed at each stall and can be increased or decreased as per of participant participating.		20	
10.	Dustbins (Big Size) Plastic (As per requirement)		10	
11.	List of participants on 4'x8' (one each in English and Hindi language)		2	
12.	Indicator 1-1/2'x2' (English and Hindi language)		12	
13.	Sweepers for cleaning of ground, etc. full fair (10:00 a.m. to 8:00 p.m.)		3	
14.	Security personnel round the clock: a) Supervisor (8 hours shift) b) Guards (8 hours shift)		1 4	
15.	Additional Furniture for stall holders only, if demanded			
	Wooden/steel tables 5'x2' (rates for entire duration)			
	Folding chairs (rates for entire duration)			
	Steel Almirah (Small) (rates for entire duration)		1	
<b>B. Installation of Electrical fitting</b>				
16.	Metal lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring		30	
17.	Halogen lamps with adjustable beam and angle complete with 500 watts lamps and necessary wiring		25	
18.	Light points with 60 watt lamp and reflectors for general lighting inside and outside with circuit control switches & necessary wiring etc. complete on main distribution & electric/diesel generator		20	
19.	3 pin plug wherever necessary, with switch and necessary wiring for table lamps or for demonstration, display model lights in various sections each capable of carrying a load up to 200 watts		10	
20.	40 (watt) bulbs for decoration of gate, trees, etc., including all wiring		1000	
21.	<u>Silent Generator set :</u> One 125 KVA Generator set (with fuel and operator) for full fair duration		1	
	One 62 KVA Generator set (with fuel and operator) for full book fair 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. <b>Note :</b> Only one time payment as quoted by the Tenderer will be made in case of any increase or decrease in number of stalls.		1	

(Initial of Tenderer with Rubber Stamp)

23.	Street light iron poles (20'x2-1/2")		20	
24.	CD Player (with CDs of instrumental music) & three Pin Plug Point with speakers and one mike for announcement for the full duration.		1	

**NOTE: -**

1. Rates for the items 5 (a) to (h) for one day as well as for full duration including inaugural day may be mentioned.
2. 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.

(SIGNATURE OF THE CONTRACTOR)  
(WITH SEAL)

(Initial of Tenderer with Rubber Stamp)