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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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Phone: 011-26707780-781, 788

CHAPTER-1

Subject: **Submission of the Bids through GeM Portal for designing and fabrication of Author's Corners, Installation of electrical fittings, Public Address System, etc. and Fabrication of Stalls (2mtr.x2mtr), installation of electrical fittings, etc. on hire basis at National Book Weekends to be organized by NBT at 3-4 prominent places of Delhi/NCR throughout the current Financial Year 2022-23 (Dates and Venue will be informed later on)**

ESTIMATED COST OF THE ENTIRE WORK AS PER REQUIRED SPECIFICATIONS MENTIONED AT CHAPTER-6 WILL BE Rs.15.00 lakhs (Rs.3.50 LAKH – Rs.4.00 LAKH FOR EACH EVENT)

Submission of bids through GeM portal are hereby invited for designing and fabrication of Author's Corners, Installation of electrical fittings, Public Address System, etc. and Fabrication of Stalls (2mtr.x2mtr), installation of electrical fittings, etc. on hire basis at National Book Weekends to be organized by NBT at 3-4 prominent places of Delhi/NCR throughout the current Financial Year 2022-23 from eligible contractors having minimum experience of 3 years with Central or State Government or Public sector undertaking/Autonomous bodies of Govt. of India or National level Professional Bodies in India or abroad of providing similar services with average turnover of Rs.25.00 lakhs in three Financial Years i.e. 2018-19, 2019-20 and 2020-21.

2. Bids for the said Book Weekends should be uploaded in two categories, **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. **FINANCIAL BID** shall contain Priced Schedule of quantities.
3. Tender document can be obtained from the office of NBT as per following schedule:

Sl.No.	Tender Schedule	Date and Time
1.	Date of Issue of Tender Document	25-8-2022 to 13-9-2022 till 5:30 p.m.
2.	Last Date for Submission of Bids	14-9-2022 till 11:00 a.m.
3.	Date for opening of Technical Bids	14-9-2022 at 11:30 a.m.
4.	Earnest Money Deposit (EMD)	Rs.25,000/-

4. The Bidders 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 GST which shall be paid at rates applicable from time to time as per GST ACT. No extra amount shall be payable in addition to the accepted rate as per the Price Schedule. If there is any discrepancy in rates between words and figures, the amount in words will prevail.
5. **Earnest Money**

Earnest Money Deposit (EMD) of Rs.25,000/- is to be deposited with the tender in the form of Demand Draft/Pay Order payable at New Delhi and drawn in favour of National Book Trust, India or EMD amount may be deposited through RTGS/NEFT in NBT's Accounts as per details given below:

Beneficiary	NATIONAL BOOK TRUST, INDIA
Bank	CANARA BANK
A/C	3159101000021
IFSC	CNRB0003159
MICR Code of Bank	110015187
Address	Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110070, India

Please ensure that **Technical Bid should accompany** the EMD of Rs.25,000/-, failing which the Technical Bid shall be rejected.

- 5.1. Bidder shall not be permitted to withdraw their offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money Deposit and Performance Security, will be forfeited by NBT. Besides this, the Bidder will also be liable to be debarred/blacklisted from participating in the tendering process of NBT in future, and/or be fined.
- 5.2. No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security Deposit.
- 5.3. Only those parties, who have asset/infrastructure to complete the job, are requested to apply. The infrastructure facilities are subject to verification by the Trust.
6. The approved Contractor must obtain the **Local GST Number** (Regular or Casual) of the concerned State on its own for the entire period of the Book Fair and **Local GST Number** of both (Contractor as well as NBT) of the particular State should also be mentioned on the final bill / tax invoice submitted to NBT after conclusion of the Book Fair.
7. The acceptance of a bidder will rest solely with the Competent Authority of NBT, who is not bound to accept the lowest bid and reserves the authority to reject any or all the bidding 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 rejected.
8. Bidding documents containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.
9. Canvassing in any form in connection with bidding documents is strictly prohibited and the bidding submitted by the Bidders, who resort to canvassing, will be liable for rejection.
10. If the Bidder withdraws his bidding before the expiry of the said period or makes any modifications in terms and conditions of the bidding 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, NBT without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
11. The items given in the specification of work are approximate. Requirement of quantity / items mentioned in the schedule may increase or decrease as per the decision of the Competent Authority of NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
12. Any modification/corrigendum issued with regard to this bidding document shall be uploaded only on GeM portal by NBT. Bidders are, therefore, advised to visit the GeM portal in bidding section regularly till the last stipulated date of issuance of the bidding document for ascertaining any modification/corrigendum issued in this regard.
13. The NBT shall have the right to issue Addendum regarding Bidding documents to clarify, amend, modify and supplement or delete any of the conditions, clause or items stated therein. Each Addendum shall form a part of the original invitation for Bidder.

14. The approved Contractor should visit the fair ground and submit the layout/design of the fair site to Deputy Director (Exhibition) prior to the start of the Book Fair for final vetting. In case of any changes in the layout/design the same shall be informed to the Contractor.
15. The Director, NBT reserves the right to accept/reject any or all the Bids without assigning any reason.

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/her RTGS details along with a cancelled cheque.

Yours faithfully,

DEPUTY DIRECTOR (EXHIBITION)
NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN, 5 INSTITUTIONAL AREA
PHASE-II, VASANT KUNJ
NEW DELHI – 110 070
(Tel.: 011-267077780-781-788)
E-mail: nbtexhibition@gmail.com, nbtexhibition1@gmail.com

GENERAL TERMS AND CONDITIONS

Subject: **Submission of the Bids through GeM Portal for designing and fabrication of Author's Corners, Installation of electrical fittings, Public Address System, etc. and Fabrication of Stalls (2mtr.x2mtr), installation of electrical fittings, etc. on hire basis at National Book Weekends to be organized by NBT at 3-4 prominent places of Delhi/NCR throughout the current Financial Year 2022-23 (Dates and Venue will be informed later on)**

1. Parties

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

2. Address

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the uploaded bidding 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 representatives, 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. Bidders

The entire set of bidding paper issued to the Bidder should be submitted fully priced and also signed on all the pages and affixing of firm's stamp. Signature will indicate the acceptance of the bidding papers & terms 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 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) Total amount for full duration column to be filled in for each item will be treated as final rates for the full duration of the Fair and if the column is kept blank, it will be considered as ZERO, which means the Tenderer is ready to provide such items free of cost.
- iv) All corrections are to be initialed.
- v) In case of any errors / omissions in the quoted rates, the rates given in the bidding marked "original" shall be taken as correct rates. No modifications, writings or corrections can be made in the bidder papers by the Bidder but may at his option offer his comments or modifications in a separate sheet of paper attached to the original tender papers.

6. NBT reserves the right to reject the lowest or any tender and also to discharge any or all the bidders of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning reasons.

7. Preparation and Submission of Bidding

The bids should be submitted in two parts, namely: (i) Technical bid and (ii) Financial bid. The financial bid shall be given in **Chapter-5**. All the papers mentioned in the Technical Bid shall be uploaded in the same serial number as it is given in the **Chapter-5**.

(A). Signing of Bidder

Individual signing the bidder 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 executed 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, Director, NBT without prejudice will 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 Annexures 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 TENDER DOCUMENT.**
- (v) Any correction, mutilation or overwriting in figures of rates should be supported by signature; otherwise the quotation will not be considered.

(B) Technical Bid: The Bidder should submit the technical details as per **Chapter-5**.

(C) Financial Bid: It should be submitted in form given in **Chapter-6** (Price Schedule).

8. Rates quoted

The rates quoted in the bidding 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 GST. The GST shall be paid at rates applicable from time to time as per GST ACT. No extra amount shall be payable in addition to the accepted rate as per the Price Schedule.

9. Criterion for Evaluation of Bidding

NBT will examine the Bidder to determine whether they are complete, whether any computational errors have been made, whether the uploaded documents have been properly signed, and whether the bidding are generally in order.

10. Earnest money

Earnest Money of **Rs.20,000/-** should be submitted in the form of a Demand Draft favoring **National Book Trust, India**, payable at Delhi along with Technical bid of the bidding.

- 10.2 Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Bidder 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 by NBT.
- 10.3 The bidding without Earnest Money Deposit will be summarily rejected.
- 10.4 No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security Deposit.

11. Opening of Financial Bid

Financial bids of only those tenderers shall be opened, who qualify the conditions/criteria of techno commercial bid specified in **Chapter-5** of Tender document.

12. Right of acceptance

NBT reserves the right to accept or reject any or all the bidding without assigning any reason and also does not bind itself to accept the lowest quotation or any bidding.

13. Communication of acceptance/right of acceptance

NBT reserves all rights to reject any tender including 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 NBT in this regard will be final and binding. Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit will also be communicated.

14. Performance Security/Guarantee

The successful bidder will have to submit the Performance Security/Guarantee to the value of 3% of the basic value of contract in the form of Demand Draft or through RTGS/NEFT (as per details mentioned at page No.3) to NBT within three days from the date of issue of Offer Letter for contract after adjusting the amount of EMD already paid with the Technical Bid. **The final Work Order will be issued only after depositing the Performance Security/Guarantee by the successful Bidder.** The Performance Security will be forfeited by NBT in the event of breach or negligence or non-observance of any condition of contract or in case the fabrication is delayed beyond the period stipulated by NBT. The Performance Security/Guarantee so deposited will be retained till conclusion of the Fair and refunded along with balance payment **without any interest.**

15. 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.

16. 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, NBT shall have the power to terminate the contract without any prior notice.

17. Breach of terms and conditions

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 thereof and no amount will be payable by NBT in that event and the security deposit shall also stand forfeited and the contractor will be blacklisted for work in future.

18. Subletting of work

The firm shall not assign or sublet the work/job to any other person or party or joint venture consortium will not be allowed.

19. Arbitration

If any difference arises concerning this contract, its interpretation or the payment to be made hereunder, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 3 months, either of the parties may make a request to the other party for submission of the dispute for decision. The NBT shall reserve right to nominate sole Arbitrator. 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.

20. The guidelines of the particular States Disaster Management/MHA are mandatory considering the COVID-19 situation.

21. Details of personnel on Company's letterhead should be enclosed: Total 05 Number of employees employed by the Firm in his/her company with minimum qualification: Technical-02 / Non-technical-03 should be available in each Hall during the set-up period and the Fair period.

22. Specimen signature, name, address, contact numbers, designation/capacity of the authorized person signing the tender document should be enclosed on Company's letterhead with the Technical Bid.

23. 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 Courts within NCT of Delhi only will have jurisdiction to the exclusion of all other Courts.

24. Validity of Bid

The bids submitted by the Tenderers shall be valid for the current Financial Year 2022-23. However, on satisfactory performance and mutual consent, the work related to designing and fabrication of Author's Corner and fabrication of stalls can be extended for another one or two years on the same quoted rates in the Financial Bids at Chapter-5 as per the terms and conditions of the Tender document.

CONDITIONS SPECIFIC TO THE CONTRACT

1. The Bidder shall bear all costs associated with the preparation of his Bidding including cost of preparation for the purposes of clarification on the Bidding, if so desired by NBT. NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Bidding process.
2. Incomplete Bids are liable to be rejected. It means Bidder should quote for all items. If any item is missed or not quoted, the whole Bid will be rejected.
3. The quantities mentioned in the schedule may be increased or reduced at the discretion of NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
4. When deemed necessary, NBT may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidder to change or cause any change in the rates or any part of the Bid. NBT may, if so desired, ask the Bidder to give presentation for the purposes of clarification of the Bid. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Bidder.
5. The Bidders, in their own interest, are advised to inspect the site and see its physical condition before submitting Bid **at their own cost**.
6. The successful Bidder would be handed over the site for construction **1-2 days** before the date of the Book Fair and the Bidder should start the work immediately.
7. The successful contractor must complete the work satisfactorily before start of the Fair. The normal timings of the book Fair will be from 11:00 a.m. to 8:00 p.m. However, the timings of the Book Fair may be further increased at the discretion of NBT for which no extra claim by the contractor shall be entertained by NBT.
8. The contractor shall engage technically qualified personnel for executing the work.
9. Security money and performance guarantee amount shall 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 Bidder backs out after award of the contract, Earnest Money Deposit shall be forfeited and also the contractor will be blacklisted for work in future.
10. **Insurance:** It will be the responsibility of the successful Contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his own cost and submit the copy of such insurance policy documents to the Trust at the time of handing over the constructed site after completion of work. The Contractor should take necessary precautions to safeguard against possible hazards/accidents. NBT shall not be liable to pay any additional amount to the Contractor in case of any accident/mis-happening and loss to the items/equipment/facility of the Contractor in case no insurance cover is taken by the Contractor for the items/facility provided.
 - 10.1 The contractor shall indemnify and keep indemnified the NBT against all losses and claims for injuries or damage to any persons or any property whatsoever which may arise of or in consequence of the fabrication and maintenance of works and against all or in relation thereto.
 - 10.2 Before commencing execution of the work, the Contractor shall, without in any way limiting his obligations and responsibilities under this condition, obtain and deposit with the NBT, Contractor's "All Risk Policy" Insurance policy with the beneficiary as "National Book Trust, India". And also insure against any damage, loss or injury which may occur to any property or to any person (including any employee of the NBT) by or arising out of carrying out of the contract.
12. **Liquidated Damages: In case of failure to complete the job in time, NBT shall impose a penalty of Rs.10,000/- per hour apart from legal action, which NBT may deem fit. The Bidders may also be blacklisted for future work. In such a situation, NBT shall have the right to make alternate arrangement for completion of the work through some other Bidders of its choice. In that event, the Performance Security Deposit amount will also be forfeited. Considering the above fact, both the parties agree that timely completion is essence of the contract.**
13. 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 will be liable to pay the entire amount of the loss thus incurred.

14. 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.
 15. **The contractor 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 shall not be entitled to any compensation or claim from NBT for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots, etc.**
 16. 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 / repaired without any extra cost.
 17. The full and final payment will be made after concluding of the National Book Week only after submission of the final Invoice.
 18. Income tax shall be deducted at source under the Act.
 19. 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.
 20. 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.
 21. The Contractor 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.
 22. **i) The Contractor, who is allotted the job, will be responsible for making sure that the wiring for electrical connections is shock free, insulated and laid in a non-hazardous manner, preferably in PVC / Insulated Pipe , to avoid any kind of mishap / accident. Any untoward incident happening due to faulty wiring / negligence will be sole responsibility of the Contractor.**
ii) The Contractor will ensure that hangar structure is sturdy and strong enough to withstand winds, rain etc. Any untoward incident happening due to faulty hangar structure will be sole responsibility of the Contractor.
- NBT will not be responsible for any claim or legal / financial issues arising out of any of the above two factors.
23. The decision of NBT **with regard to all terms & conditions shall be final and binding.**
 24. If, at any time during performance of the contract, the contractor should encounter conditions impeding timely execution of the work, he shall promptly notify 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, NBT shall evaluate the situation and may at its discretion extend the contractor's time for performance.
 25. On conclusion of the Fair, the contractor must remove the entire structure within one or two days as per the instructions of NBT.
 26. In the event of items not being given as per the specifications given at Chapter-5, suitable **penalty** as deemed fit will be imposed:
 27. **Validity of the Contract**
The bids submitted by the Tenderers shall be valid for the current Financial Year 2022-23. However, on satisfactory performance and mutual consent, the work related to designing and fabrication of Author's Corner and fabrication of stalls can be extended for another one or two years on the same quoted rates in the Financial Bids at Chapter-5 as per the terms and conditions of the Tender document.
 28. **The Director, NBT reserves the right to cancel the tender at any time without assigning any reason thereon.**

PLEASE NOTE:

Hand Sanitizer Bottle should be placed at the Entry Point of the National Book Week for the public coming to visit Book Week. It should also be ensured that one person of the approved Contractor shall check and replace the empty Hand Sanitizer Bottle. Replacement of Bottle should be verified by the Officer In-Charge deputed to the Book Week to avoid any confusion at the time of payment.

Parameters for executing the work (Technical Bid - Qualification Criteria)

1. Earnest Money Deposit (EMD) for Rs.25,000/- should be enclosed with the Technical Bid.
2. The bidder document should be properly **indexed with page numbers**.
3. The firm has to declare the Company profile such as partnership deed/proprietorship/ company/ MOA/AOA/Bylaws, etc. **(copy of proof must be enclosed)**.
4. The firm should have the experience of working with Central or State Government / Public Sector Undertakings or Autonomous bodies for 03 years **in the similar field (Please Note: It is mandatory to enclose the copies of three Work Orders / Completion certificates for three Financial Years i.e. 2018-19, 2019-20 and 2020-21 showing work of minimum (average) amount of Rs.15.00 lakh done/executed in each year in support of claim as per Annexure-I**.
5. **Certified certificate copy by Chartered Accountant as per Annexure-II showing average turnover of Rs.25.00 lakhs in three Financial Years i.e. 2018-19, 2019-20 and 2020-21.**
6. The Bidder 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.**
7. **The approved Contractor should visit the Book Week site and submit the layout/design of the fair site to DD(Exh.) prior to the start of the Book Fair for final vetting. In case of any changes in the layout/designs, the same will be informed to the Contractor.**
8. Audited copies of Annual Accounts i.e. **Profit & Loss Account, Balance Sheet, Annexures for 03 years (Financial Years: 2018-19, 2019-20 and 2020-21)** should be enclosed.
9. Self-attested copy of the **Income Tax Returns for 03 years (Financial Years: 2018-19, 2019-20 and 2020-21)** should be enclosed.
10. Self-attested copies of **Registration under GST Act and GST Return for last quarter (2021-22) (Form 3B & GSTR 1, etc.)** should be enclosed.
11. Self-attested copy of PAN card.
12. An Affidavit of Rs.100/- duly signed and stamped by Notary stating that the firm 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)**. The issue date of Affidavit should not be older than one month from the last date of submission of the Tender document, If found, the technical bid will be rejected.
13. The details on Company's letterhead of the person signing the Tender document must be provided with ID proof in the following format with attestation by one or more partners/Board of Director:

1.	Name	
2.	Designation of the Person signing the Tender document	
3.	Contact No.	
4.	Specimen Signature	

14. Details of personnel on Company's letterhead should be enclosed. Total 05 number of employees employed by the Firm in his/her Company with minimum qualification: Technical-02 / Non-technical-03 should be available during the set-up period and the book fair period.
15. The Bidder must submit an Undertaking (**Annexure-III**) on its Company's Letterhead stating that all works related to erecting of hangar structure, fabrication of stalls, installation of PA system, electrification (including wiring/cabling with properly taped and markings), etc. are done as per terms and conditions and as per the specifications of the Tender. The undertaking is required to be submitted to the Officer-Incharge of the Fair after completion of the work and before start of the book fair. In case of any accident or untoward incident, the Contractor will be held solely responsible.
16. Integrity Pact Undertaking on Firm/Company's Letterhead as per **Annexure-IV**.
17. Duly signed and stamped copy of Tender document should be enclosed.

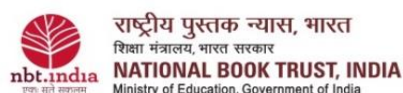
UNDERTAKING

1. I/We undertake that I/We have carefully studied all the terms and conditions and understand the parameters of the proposed work of NBT and shall abide by them.
2. I/We further undertake that all the information given in this tender are true and correct in all respects and I/We hold the responsibility for the same.

(Signature of the Bidder with stamp of the firm)

Date : _____

Place: _____

TENDER FORM-1 (FINANCIAL BID) – SPECIFICATIONS OF WORK/BILL OF QUANTITY

राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj,
New Delhi-110070
website: www.nbtindia.gov.in,
E-mail: nbtexhibition@gmail.com, nbtexhibition1@gmail.com

Sl. No.	Name of Item	Quantity	Rates (Rs.)
1.	STALL: (each of size 2mtr.x2mtr.) – Stalls with orange octonorm panels along with the top of the podium in the same colour, three side paneling of prefab bright finished octonorm structure with floor covering of synthetic needle punch new laminated carpet of good quality with uniform colour, consisting of 6 MS shelves of size 60"x8.5" with 2"depth duly powder coated in the same colour, 3 LED (each of 9 watt), 1 octonorm table, 2 black cushion chairs and one dustbin, Curtain to cover front of stalls (one curtain for each stall). Laying and fixing of new laminated synthetic carpet (on hire basis) in the entire area, which includes passages inclusive of maintenance during the fair.	10	
2.	AUTHOR'S CORNER:- Floor - i) Raised Flooring / platform of 85 mm/3.50 - 5 inch (Laminated new Brand printed carpet on board corner finish with 'L' Shape Aluminum Bidding Angle) with ramp on both sides. Size-45ft.x60ft. Stage- board (wooden) height of 14 inch each, oval shape – size (Dias) 30ft.x20ft. (Stage floor English carpet with corner finish (Colour will be informed at the time of work order). One Green Room of size 3mtr.x2mtr. with 4 (white) Chairs + 1 Centre Table and a Curtain for covering the Green Room.	1	
3.	FURNITURE:-		
	i) Centre Glass Tables (3' diameter)	4	
	ii) 2 seater Executive Sofa	5	
	iii) Round Glass Tables with Top	6	
	vi) Executive wooden cushioned armed chairs	10	
	v) Podium with NBT Logo on three sides (vinyl pasting) along with provision of Gooseneck microphone (2 pieces) - (Make: Shure/FBT/ AKG/Baral)	1	
	vi) Octonorm Tables	2	
4.	VISITOR CHAIRS (WHITE)	25	
5.	BACKDROP:- Author's Corner (English/Hindi) Backdrop with height of 10ft.x30ft. on digital vinyl print	1	
6.	LIGHTING REQUIREMENTS:-		
	i) Halogen LED lights (150 watt) on 1 self-leg light stand	6	
7.	COMPLETE PA SYSTEM with operator for inaugural function and other programmers along with provision of playing instrumental music during the fair with one helper		
	i) Big Speakers – 600 watt (JBL/Sony/Philips)	4	
	ii) Microphone HIFI (Fixed with stand / Cordless microphone) (Make: JBL / Sony / Philips)	4	
8.	LED TV (52") for Relay of Programmes	1	
9.	LED Wall Screen: Size-8'x12' with Ramp (With operator) P3 – Back support connectivity with multi cam setup, connectivity with DVD player and Laptop for insertion for AV's and TV's, sound system and stage fold back speakers, sound mixing, console and cables with wires and two power points	1	
10.	Photography (Photographs should be provided in the DVD and Pen Drive after the Book Fair). 150 photographs of inauguration and other important programmes are required in high Resolution in Coffee Table Album form in consultation with Officer In-charge	Per day basis (for 7 days)	

11.	Videography (All Programmes should be provided in HD format and high Resolution. The same should be provided in Pen Drive after the Book Fair) along with 20 Minute short documentary of the programme.	Per day basis (for 7 days)	
	Amount		
	GST @ 18%		
	Total Amount		
	Total Amount in Words		

NOTE: The quoted rates should be inclusive of cartage charges.

NOTE :

The entire design should be prepared on the basis of the specifications given above and as per the design given at ANNEXURE-V. After finalizing the design of the entire structure, the same should be submitted to NBT for its approval. In case of any change, the same will be informed to the approved contractor.

(**)Providing & laying on hire basis a brand new laminated printed carpet, non-wooven needle punch carpet of genuine fibre minimum overall weight 1000 gm/ sgm (\pm) 5% having minimum 3.90 mm thickness preferable containing 375 gm polyester fibre or equivalent fibre (\pm) 5% and the carpet should not loss the thickness more than 25% after 1000 impact and of required shades & laying with approved adhesive or double side tape wherever required etc. as per the direction of Officer-In-Charge.

After award of the Work Order, Contractor needs to submit the sample of laminated Brand new carpet having required specifications as mentioned above to the Deputy Director (Exhibition), NBT within 3 days for testing purpose.

NOTE :

The bids submitted by the Tenderers shall be valid for the current Financial Year 2022-23. However, on satisfactory performance and mutual consent, the work related to designing and fabrication of Author's Corner and fabrication of stalls can be extended for another one or two years on the same quoted rates in the Financial Bids at Chapter-5 as per the terms and conditions of the Tender document.

I/We undertake to abide and be bound by the terms and conditions of the Tender/Contract.

Date: _____

Signature with Seal of the Firm: _____

Place: _____

Name: _____

Address: _____

UNDERTAKING (LIST OF WORKS)
(To be submitted on Company's letterhead)

I/We _____ have done the works related to temporary construction of hangar structure, fabrication of stalls, installation of electrical fittings, PA system, etc. at various exhibitions/fairs as per the details given below:

Sr. No.	Name of the Government Agencies	Date of Work Order/Completion Certificate	Total Amount (Rs.)
1.			
2.			
3.			
4.			
5.			

Note: The copies of the work orders/completion certificates are to be enclosed with this Undertaking.

Signature:
Name of the Firm:
Seal of the Firm:

Place:
Date:

Annexure-II

**Turnover Certificate
(To be submitted on letter head of practicing Chartered Accountant)**

TO WHOMSOEVER IT MAY CONCERN

We have verified the books of accounts and related record of M/s. _____ situated at Address of the Firm/Agency _____ and on verification of the records, we hereby certify that average Turnover and net worth of this mentioned entity/firm during the last three financial years which are as under:

Sl.No.	Financial Year	Turnover Rs. in lacs	Experience (Rs. In lacs)
1.	2016-17		
2.	2017-18		
3.	2018-19		
4.	2019-20		
5.	2020-21		
Total			
Average Annual Turn Over of last five years			

Signature and seal of Chartered Accountant _____
Name & Seal of the Firm: _____
Membership No: _____
Firm Reg. No: _____
UDIN: _____

Place:
Date:

UNDERTAKING

(To be submitted on Company's/Firm's Letterhead)

I/We, _____ submit that all works related to erecting of hangar structure, fabrication of stalls, installation of PA system, electrification (including wiring/cabling with properly taped and markings), etc. are done properly and as per terms and conditions and as per the specifications of the Tender. In case of any accident or untoward incident, I/We _____ will be held solely responsible.

Signature

Name of Contractor/Firm

Seal of the Firm

Place:

Date:

UNDERTAKING (INTEGRITY PACT)

(To be submitted by the Bidder on their Company's Letterhead)

Dated: _____

The Director
National Book Trust India
'Nehru Bhawan'
5 Institutional Area, Phase-II
Vasant Kunj
New Delhi – 110070

Sir/Madam,

I/We (The Bidder/Contractor) do hereby confirm acceptance and compliance with the Integrity Pact.

I/We (The Bidder/Contractor) do hereby confirm that the Integrity Pact is signed without any variation (or) modification.

I/We agree that Integrity Pact is deemed as part of NIT/Contract and we are bound by its provisions for the entire Pact duration as per Section 9 of the enclosed Integrity Pact format.

I/We declare that I/We have not paid and shall not pay any bribe to any officer of NBT for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of NBT asks for bribe/gratification, I/We shall immediately reply it to the Director, NBT.

In case, if I/We (The Bidder / Contractor) fail to honour the above conditions, NBT shall have absolute right to take action as per Section 3 of the Integrity Pact format.

Yours faithfully,

Name of the Bidder/Contractor_____

Signatures with Seal_____

Address _____

