



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**

CHAPTER - 1

NOTICE INVITING TENDER

Subject : **Submission of Tender for fabrication of stalls using octonorm system, erecting of structure (Hangar), installation of electrical fittings, PA system, etc. on hire basis for the following Book Fairs to be organized by NATIONAL BOOK TRUST, India during the Financial Year 2019-20:**

Sl. No.	Name of the Book Fairs	Tentative Months
1.	Ajmer Book Fair	April 2019
2.	Dharamshala Book Fair	April 2019
3.	Chandigarh Book Fair	May 2019
4.	Jammu Book Fair	May 2019
5.	Ujjain Book Fair	Aug-Sept 2019
6.	Barnala Book Fair	September 2019
7.	Panji Book Fair	October 2019
8.	Vijayawada Book Fair	Oct – Nov 2019

Sealed tenders/bids are hereby invited for fabrication of stalls using octonorm system, erecting of structure (Hangar), installation of electrical fittings, PA system, etc. on hire basis for the book fairs to be organized during the Financial Year 2019-20 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.

- The Tender document containing terms & conditions can be obtained from the Office of the Deputy Director (Exhibition), National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 on any working day between 9:30 a.m. and 5:00 p.m. as per the schedule given in the tabulated form at next page (Except Saturdays, Sundays and Government Holidays) on payment of **₹1,180/- inclusive of GST (Rupees One Thousand One Hundred and Eighty only) (Non-Refundable) for each book fair** in the form of cash/demand draft favoring **National Book Trust, India** payable at **New Delhi**. The Tender document can also be downloaded from our website i.e. www.nbtindia.gov.in and submitted with separate Demand Draft of ₹1,180/- towards Tender Fee (Non-Refundable) along with EMD and Tender for each book fair.
- Tender should be submitted in two sealed envelopes, **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.

4. **Tender placed in sealed covers [in two envelopes duly marked as TECHNICAL BID (Envelope-I) and Financial BID (Envelope-II)] with the name of the Book Fair written on each envelope should be placed in an outer envelope and marked on top as Tender for Fabrication of stalls for _____ . The tender should reach the Office of Deputy Director (Exhibition), NBT, India latest by 11:00 a.m. on 19 March 2019. The Tender Document can also be dropped in the tender box placed at the Reception of NBT.**
5. The Technical Bids of the Book Fairs shall be opened on **19 March 2019 at 11:30 a.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 only those contractors whose technical bids are acceptable to NBT shall be open and the decision of NBT in this regard shall be final and binding. The Financial bids will be opened on the same day after finalizing the Technical Bids.
6. Tender can be obtained from the office of employer as per following schedule.

S.No.	Tender Schedule	Date and Time
1.	Date of Issue of Tender Document	26 February - 19 March 2019
2.	Pre Bid Meeting	11 March 2019 at 11:00 a.m.
3.	Last Date for Submission of Bids	19 March 2019 till 11:00 a.m.
4.	Date for opening of Technical & Financial Bids	19 and 20 March 2019 at 11:30 a.m.

- 7.1 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 GST 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 figures, the amount in words will prevail.
- 7.2 The final bill / tax invoice submitted to NBT should mention the GST number of both the party as well as NBT.
- 8.1 Earnest Money Deposit (EMD) amounting to **₹50,000/- for each Book Fair** is to be deposited separately with each Tender in the form of Demand Draft/Pay Order/Banker's Cheque payable at New Delhi drawn in the favour of National Book Trust, India, otherwise the tender is liable to be rejected. **Please ensure that each Technical Bid should accompany the EMD of ₹50,000/- and Tender Fee of ₹1,180/-, failing which the Technical Bid shall be rejected.**
- 8.2 **The bidders who are applying for more than one tender (as per the Book Fair mentioned on Page No. 2), they are advised to enclose only one set of technical documents. However, the financial bid should be enclosed in separate sealed envelopes for each tender, clearing marking each envelope of the respective book fair tender applied for.**
9. 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 NBT. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.

10. The acceptance of a tender will rest with the Competent Authority of NBT, who does not bind itself to accept the lowest bid and reserves the authority to reject any or all 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 rejected.
11. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.
12. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
13. After opening of the Technical/Financial Bids, the Tenders shall remain open for acceptance for a period of 07 days. 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, NBT without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
14. 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.
15. Any modification/corrigendum issued with regard to this tender document shall be uploaded only on NBT website: www.nbtindia.gov.in. Bidders/Contractors are, therefore, requested to visit the website regularly till the last stipulated date of issuance of the tender document for ascertaining any modification/corrigendum issued in this regard.
16. The NBT shall have the right to issue Addendum regarding Tender 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 Tender.
17. **The approved Contractor should visit the fair ground and submit the layout/design of the fair site to DD(Exh.) / AD (Exh.) 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.**

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-110070
PHONE NO:- 011-26707780-81-88
Mobile: (+91-9871716733)
E-mail: nbtexhibition@gmail.com**

GENERAL TERMS AND CONDITIONS

Subject: Submission of Tender for fabrication of stalls using octonorm system, erecting of structure (Hangar), installation of electrical fittings, PA system, etc. on hire basis

1. Parties

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

The entire set of tender paper issued to the Tenderer should be submitted fully priced and also signed on all the pages and affix his / her firm's stamp. 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) 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 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 valid for the current Financial Year 2018-19.

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. **All the papers mentioned in the Technical Bid shall be submitted in the same serial number as it is given in the Chapter-4.** 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 superscribed 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, 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 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 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 5.

(C) Financial Bid: It should be submitted in form given in Chapter-8 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 envelope should be placed in the outer envelope and marked on top as "Tender for fabrication of stalls at "Book Fair".

Note :

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

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 GST. The tax 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 either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the Tenderer should bring with him a letter of authority from the Tenderer and proof of identification.

10. Criterion for Evaluation of Tenders

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 tenders will be made first on the basis of technical and commercial information furnished in form given in Chapter-5. The Financial bid [Chapter-8] of such firms found valid based on technical parameters (as per Chapter-5) only will be opened on the same date i.e. _____ at _____. It must be kept in view that no decision will be given by the tender Evaluation Committee or any inferences drawn during the meeting of this committee by the tenderers 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 **₹50,000/-** should be submitted in the form of a Demand Draft favouring **National Book Trust, India**, payable at Delhi along with Technical bid of their tender.

- 11.2 Tenderer shall not be permitted to withdraw his 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 by NBT.
- 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. Award of tender

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

13. 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.

14. Communication of acceptance/right of acceptance

The NBT reserve 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 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.

15. Performance Security

The bidder will 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 3 days from the date of receipt of initial work order after adjusting the amount of EMD already paid. The work order will not be issued unless the Performance Security money is submitted by the party who wins the bid. If the Tenderer does not remit the performance guarantee within the stipulated time given in the work order, necessary interest @ 18% p.a. on performance guarantee amount will be levied for the delayed remittance from due date of remittance to date of realization/remittance of money. 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 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 payment **without any interest**.

16. 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.

17. 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.

18. 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 therefore and nothing will be payable by this Department in that event and the security deposit shall also stand forfeited.

19. Subletting of work

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

20. Arbitration

If any difference arises concerning this contract, 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 3 months, either of the parties may make a request to the other party for submission of the dispute for decision. The NBT shall reserves 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.

21. Legal jurisdiction

The contract 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.

22. Validity of tender

The tender is valid for the current Financial Year 2019-20.

CONDITIONS SPECIFIC TO THE CONTRACT

1. The Tender should be submitted on the prescribed Tender Form Chapter -7.
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 the whole Tender will be rejected.
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 **2-5 days** from the date of the Book Fair and he should start the work immediately.
9. The successful contractor must complete the work satisfactorily till **5.00 p.m.**, a day before start of the Book 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 fairs may be further increased at the discretion of the NBT for which no extra claim by the contractor shall be entertained by NBT.
10. The contractor shall engage technically qualified personnel for executing the work.
11. 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.
12. Liquidated Damages: In case of failure to complete the job in time NBT shall impose a penalty of **₹10,000** per hour apart from legal action, which the Trust may deem fit. The contractor 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**.
 - 12.1 The both parties agreed that time 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, 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 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
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. **50% payment of the total quoted amount in the Financial Bid will be made to the contractor during the Fair, subject to a physical verification report of items/equipment/materials done by the approved Physical Verification Committee of NBT.** The remaining 50% payment shall be made at Headquarters along with EMD and security **without any interest** on completion of Book Fair.
18. 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.
19. 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.
20. 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.
21. 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.
22. i) The Contractor, who is allotted the job, will be responsible for making sure that the wiring for the electrical connection is shocked free, insulated and laid in a non-hazardous manner, preferably in PVC / Insulated Pipe , to avoid any kind of mishap / accident. Any untoward accident 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 and rain etc. Any untoward accident 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 above two matters.
23. The decision of the 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 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 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 the NBT.

26. In the event of items not being given as per the specifications, **penalty** will be imposed as under:

A. CIVIL CONSTRUCTION

Sl. No.	Particular(s)	Terms of penalty
a)	Stalls	25% of the quoted rates of the component
b)	Stands	
c)	Auditorium	
d)	Office Block	
e)	Reception	
g)	Gate	
f)	Chemical Toilet	
g)	Hangar Structure	
h)	Carpet	
i)	For other items	

B. ELECTRICAL FITTINGS & P.A. SYSTEM

a)	For not providing specified lamps & bulbs	20% of the quoted rate of the component
b)	Generator Set as per specification of capacity, etc.	
c)	PA System & Microphone as per specification	
d)	Improper wiring	
e)	Other work	

27. **Validity of the bid**

The bid submitted by the Tenders shall be valid for the current Financial Year 2019-20.

TERMS AND CONDITIONS (temporary air conditioning in hangars) Electrical

1. The Contractor has to design and decide the number of units required for proposed area and intimate to the officer-in-charge. However, a package/split unit shall be provided @ 1.0 TR for 6 to 8 sq. mtr. depending upon the site conditions. Placement & lifting arrangements shall be made by the contractor at his cost. Nothing extra will be paid on this account.
2. Location of the outdoor and indoor units will be decided in consultation with officer in-charge.
3. In case any unit does not function during the currency of the fair, the contractors has to replace/rectify the defects and make the unit operational within one hour otherwise proportional recovery for each unit for full day for the outage shall be made by NBT.
4. The Contractor should have at site adequate number of manpower such as operator, AC Mechanic, Electrician Fitter etc. and Spares like compressors, motors, copper piping, refrigerant and other items required for the upkeep and operational of the units.
5. The contractor has to maintain 22 ± 1.0 Centigrade temperatures inside the air conditioned area. The contractor must monitor the temperatures on hourly basis at various locations and keep record of the same. If the temperature is not within the prescribed limits, action to supplement air conditioners will be taken up by the contractor. Nothing extra on this account shall be paid by NBT.
6. The contractor has to make arrangement for the watch and ward of the equipment installed/ spares.
7. The installation, testing and commissioning of all AC units must be completed before one day of the event as time is the essence of the contract.
8. The contractor has to get acquainted with the height of Hanger at various locations of the fair, and accordingly the units must be planned and installed.
9. The contractor shall be responsible for the safety of the equipment and personnel, and NBT shall not be responsibility for this.
10. Any damage during installation / operational / removal caused to the Govt. / Pvt. Property shall be responsibility of the contractor. Necessary recovery shall be made on this account from the contractor.
11. No power supply will be permitted from inside the Halls for obtaining the air condition connections. Contractor has to arrange suitable size of cable/ switch to obtain power supply from available nearby source of supply.
12. The agency shall keep the units in uniformity.
13. The agency shall keep stand by additional units to replace any defective one.
14. The units need to be neatly painted and the switch boxes should be properly covered.
15. Necessary earthing must be done to all equipments and all safety precautions must to be taken during installation and operation.
16. The electrical consumption charges shall be borne by NBT. However the Agency must use energy efficient equipments.
17. The rates quoted will be for total fair/event period.
18. The required room temperature will be mentioned during the whole Exhibition / Event period from which recovery will be made at the quoted rates and 10% as penalty on per sq.mtr. per hours basis of the affected area.
19. The duct should be fire retardant suitable to site including complete. hanging arrangements as required.
20. Cables connected to units/panels should be properly dressed/ thimbled, and properly covered at crossing lanes to avoid any accident.
21. Only Air-cooled/ Split AC/ package unit shall be used for providing air conditioning in the Hangar. Therefore, before quoting the rates, the bidder may consider the same.

Parameters for executing the work (Qualification Criteria)

1. Tender Fee of Rs.1,180/- for each Book Fair inclusive of GST 18%.
2. Earnest Money Deposit (EMD) of Rs.50,000/- for each Book Fair.
3. The tender document should be properly **indexed with page numbers.**
4. The firm has to declare the Company profile such as partnership/proprietorship/Memorandum & Article of Association of the company, etc.
5. The firm should have the experience of working with Central or State Government / Public Sector Undertaking or Autonomous bodies for 3 years **in the similar field.** **(Please Note: It is mandatory to enclose the copies of the Completion certificates of last 03 consecutive years (2016,2017,2018) showing the work of minimum amount of Rs.15.00 lakh done/executed in each year in support of their claim).**
6. The contractors should have engaged an electrical supervisor, who possesses a valid electrical supervisor license issued by the Chief Electrical Inspector of a State or any other competent authority to undertake the electrical work properly. A copy of the license of the supervisor should be attached with the Tender Document. **An undertaking should be provided on the Company's letter head stating that the Company has engaged the services of the electrical supervisor.**
7. **The approved Contractor should visit the fair ground and submit the layout/design of the fair site to DD(Exh.) / AD (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. Certified copies audited of last three years' balance sheet showing minimum annual turnover of ₹25.00 lakh.
9. Certified copy of Income tax returns for last three years (2015-16, 2016-17 and 2017-18).
10. Self-attested copy of Registration of GST along with Return for last one year.
11. Self-attested copy of PAN card.
12. An Affidavit of ₹ 10/- duly signed and stamped by Notary stating that the Company has not been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization is required to be enclosed **(Photocopy of the affidavit will not be accepted).** The issued 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. Specimen Signature, Name, Address, Contact No., designation/capacity of the person signing the tender document on plain paper is required to be enclosed.

CHECK LIST – The Tenderers/Contractors should ensure the following before submission of the Technical and Financial Bids:

Sl. No.	Particular(s)	Yes	No	Page Nos.
TECHNICAL BID				
1.	Tender Fee of Rs.1,180/- (inclusive of GST) for each Book Fair.			
2.	Earnest Money Deposit (EMD) of Rs.50,000/- for each Book Fair.			
3.	The tender document should be properly indexed with page numbers.			
4.	The firm has to declare the Company profile such as partnership/ proprietorship/Memorandum & article of Association of the company, etc.			
5.	The firm should have the experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies for 3 years in the similar field. (Please Note that: It is mandatory to enclose the copies of the Completion certificates of last 03 consecutive years showing the work of minimum amount of Rs.15.00 lakh done/executed in each year in support of their claim should be enclosed).			
6.	The contractors should have engaged an electrical supervisor, who possesses a valid electrical supervisor license issued by the Chief Electrical Inspector of a State or any other competent authority to undertake the electrical work properly. A copy of the license of the supervisor should be attached with the Tender Document. An undertaking should be provided on the Company's letter head stating that the Company has engaged the services of the electrical supervisor.			
7.	The approved Contractor should visit the fair ground and submit the layout/design of the fair site to DD(Exh.) / AD (Exh.) prior to the start of the Book Fair for final vetting. In case of any changes in the layout/design the same will be informed to the Contractor.			
8.	Certified copies of last three years' balance sheet showing minimum annual turnover of ₹25.00 lakh.			
9.	Certified copy of Income tax returns for last three years (2015-16, 2016-17 & 2017-18).			
10.	Self-attested copy of Registration of GST along with Return for last one year			
11.	Self-attested copy of PAN card.			
12.	An Affidavit of ₹ 10/- duly signed and stamped by Notary stating that the Company has not been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization is required to be enclosed (Photocopy of the affidavit will not be accepted) . The issued 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.	Specimen Signature, Name, Address, Contact No., designation/ capacity of the person signing the tender document on plain paper is required to be enclosed.			
FINANCIAL BID				
1	Rates are quoted in the Annexure-1 of the Tender Form-II (Financial Bid) – Specification of Work/Bill of Quantity			

NOTE :- The Tenderers/Contractors, who are not fulfilling and submitting the above documents will not be considered and liable for rejection of their bids.

Specification of Work/ Bill of Quantity for the Book Fairs to be organized during 2019-20

Sl. No.	Particulars	Appx./ Estimated Quantity
A.		
1.(a)	<p><u>Structure</u> The hanger with Aluminum structure with waterproof and fire retardant sheet should be strong enough to sustain high speed wind/rain pressure. The hanger structure should cover 80 stalls and 10 stands of size 3x3 mtr./1 mtr. with having passage of 4 mtr. (at least) in between the line of stalls/stands with entry and exit gate and provision of exhaust fan in sufficient no., if required. Wooden platform of 9" height made with 19mm thick hard board and bed supported with providing 2"x2" wooden batons in properly leveled having no undulation, create no sound on using and covered with brand (*)new laminated carpet (two colour, one for stall and other colour for passage) on complete area. 75 ceiling/pedestal fans are required to cover up the entire area of stalls/stands/passagage. Auditorium of size 45ft.x60ft. (with orange panels on all sides) is also required within/outside the hanger structure. The entire Hangar structure should be surrounded by Tin Wall and new Blue/White Cloth Wall (4 sides). At least 10 metal light should be provided one day before start of the Book Fair for setting-up/ display of Books by publishers in evening/night. The flex/branding of the book fair may be affixed/ provided on Iron Frame on the entry (which is two or three side as per the discretion of NBT having a triangular size of approx.. 80 or 100x25or 30 mt..) on the Hangar structure in the form of Gate / fasad as per the design provided by NBT (both side of the entrance as per the requirement). Specifications/size to be provided separately. Also 2 hoardings of size 20 x 10 is required.(Design to be provided by NBT). Kindly refer to the picture enclosed at the last page of the tender. Hangar should be properly closed in the night for security reasons.</p>	25 x 70 sq. mtr. (1750 sq. mtr.)
1 (b)	<p><u>Structure with Air Conditioner</u> The hanger with Aluminum structure with waterproof and fire retardant sheet should be strong enough to sustain high speed wind/rain pressure. The hanger structure should cover 80 stalls and 10 stands of size 3x3 mtr./1 mtr. with having passage of 4 mtr. (at least) in between the line of stalls/stands with entry and exit gate and provision of exhaust fan in sufficient no., if required. Wooden platform of 9" height made with 19mm thick hard board and bed supported with providing 2"x2" wooden batons in properly leveled having no undulation, create no sound on using and covered with brand (*)new laminated carpet (two colour, one for stall and other colour for passage) on complete area. 75 ceiling/pedestal fans are required to cover up the entire area of stalls/stands/passagage. Auditorium of size 45ft.x60ft. (with orange panels on all sides) is also required within/outside the hanger structure. The entire Hangar structure should be surrounded by Tin Wall and new Blue/White Cloth Wall (4 sides). At least 10 metal light should be provided one day before start of the Book Fair for setting-up/ display of Books by publishers in evening/night. The flex/branding of the book fair may be affixed/ provided on Iron Frame on the entry (which is two or three side as per the discretion of NBT having a triangular size of approx.. 80 or 100x25or 30 mt..) on the Hangar structure in the form of Gate / fasad as per the design provided by NBT (both side of the entrance as per the requirement). Specifications/size to be provided separately. Also 2 hoardings of size 20 x 10 is required.(Design to be provided by NBT). Kindly refer to the picture enclosed at the last page of the tender. Hangar should be properly closed in the night for security reasons.</p> <p>In case the Auditorium is required to be constructed outside the Hangar structure, the wooden platform with brand new synthetic laminated carpet (as per the specification mention below) is also required in the Auditorium.</p>	

	<p>* providing & laying on hire basis a brand new laminated carpet, non-woven needle punch carpet of genuine fibre minimum overall weight 1000 gm/ sgm (+(-) 5%) having minimum 3.90 mm thickness preferable containing 375 gm polyester fibre or equivalent fibre (+(-) 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-incharge, I/C covering with polythene sheet till the inauguration of a fair. Using a brand new laminated carpet.</p>	
2.	<p><u>Stall: Size 3m x 3m</u> Stalls with computerized lettering on vinyl cutting name fascia in English/Regional Language of size 3m x3m, each with prefab octonorm system of the same colour in each stall, <u>consisting of 9 MS shelves of size 96"x8.5" with 2" depth duly powder coated in white colour Or 27 Wire Mesh Shelves</u>, 6 LED light (each of 18 watts), one octonorm table for counter of the same colour, two black folding chairs with steel arms, a plug point for computer, one mayur jug with cold water facility (20 ltr.) on per day basis, <u>one Dustbin</u> and one kanat of good quality of size 3mx3m size with provision of proper hanging system for covering/closing the stall after the Book Fair timings. The kanat should be made available to the participants a day before start of the Book Fair. 4mtr.x4mtr. Polythene to cover the books is also required in each stall. Laying & fixing of new brand laminated carpet(*) in the entire passage of indoor hall including the stalls/stands area, in case where structure is not required, should be provided by the contractor)</p>	50 - 70
3.	<p><u>Stand: Size 1m (single panel)</u> Stands with computerized lettering on vinyl cutting name fascia in English/Regional Language on stands of size 1m length with prefab octonorm system (single panel) with 4 MS shelves with 2" depth duly powder coated in white colour Or 4 wire mesh shelves, one LED (18 watt), one folding chair with steel arm, a plug point for computer, one mayur jug with cold water facility (20 ltr.) on per day basis and one kanat of 1m size for closing the stand after the Book Fair timings. The kanat should be made available to the participants a day before start of the Book Fair.</p>	10
4.	<p>Chemical Toilet block 4' x4' (if required) With necessary tap fittings and fixtures including washbasin with the provision of water tanker on the top having the capacity of 1000 Ltr of water on daily basis, doors (with key and lock system) with provision of water flow. Electrical fitting with bulb for sufficient light in toilet area as well as way to toilets (each separate for Ladies and Gents)</p>	2
5.	<p>Gate Size: (width 24'xheight 24') and as per design given by the office Material: Metallic frame on all four sides lettering on flex. Provision of 24 tube lights (8 each) should be done in each entry gate to have proper visions for the visitors during night. Four 150 watt LED halogen light may also be provided for each gate to have sufficient illumination in the night.</p>	2
6.	<p><u>The following items are required in the Auditorium</u></p>	
	<p>a) Backdrop in the size of 30'x8' with flex on wooden frame with lettering on flex of approved shade</p>	3
	<p>b) Dais: Size 30'x20'x1½' in height made of wooden platform with new brand laminated synthetic carpet(*) with needle punch of blue/red colour; table 15'x3' with table cloth and frill in front, 10 wooden cushioned arm chairs,</p>	1

	25 ceiling fan/pedestal fans and 10 Air Conditioner. Decoration of stage with flowers, flower arrangements for Dais along with arrangement of 8-10 Mineral Water Bottles (200 ML) for Dais and Name plates at the Dias (10) alongwith the provision of Green Room of 36 Sq. Mtr. as per the direction of the officer incharge.	
c)	Podium with frill along with NBT Logo (size as per requirement)	1
d)	Complete PA System and audio recording of inaugural function and other programmes along with provision of playing instrumental music during the Book Fair i. Hanging Speakers (6) and Big speakers (4) ii. Microphone HIFI (6 fixed with stand and 2 cordless microphone) (8)	1
e)	Sofa Sets (3 seater) with white covers along with 4 central tables	16
f)	Chairs with white cover for seat and back	150
g)	Queue Manager	12
7.	Brand new laminated carpet(*) for floor area (same specification as given for carpet in structure at s.no. 1)	2000 sq. mtr
8.	Ground Net (Green)	1000 sq. mtr.
9.	Pots with seasonal flowers/plants	60
10.	Fire Fighting Equipment (CO ² Water and powder mix with refilling dates)	40
11.	New brand Dustbins (Big Size) Plastic with cover (Picture attached)	10
12.	List of participants on 12' x 6' (one each in English/ Regional language) Schedule of programs on 12' x 6' (one each in English/ Regional language)	4
13.	Indicator 6' x 3' (English/Regional language)	10
14.	Sweepers for cleaning of ground are required one day before start of the Book Fair and till the end of the Book Fair (10:00 a.m. to 8:00 p.m.)	3
15.	Security personnel round the clock are required one day before start of the Book Fair and till the end of the Book Fair: (*) Rates may be given on per day basis only:	
a)	Supervisor	1
b)	Guards	3
16.	Steel Almira (Full Size) - (0.90 x 0.40 x 1.97 m) Neat & clean painted almira in good working conditions.	1
17.	Wooden platform	500 sq. mtr.
18.	Preparation of Hoardings (Size: 20'x10' / 5'x3' / 20'x20')	2000 sq. ft.
19.	Industrial Cooler (as per the pic enclosed) with the provision of water facility on daily basis.	10
20.	(*) Additional items, if required – (Rates may be given for full duration)	
a)	Wooden/steel tables 5'x2'	5
b)	Octonorm Table for display of Books	50
c)	Three orange Octonorm Panel Wall	30
d)	Ceiling/Pedestal Fan	50
e)	Wall Screen (Size 52") with provision of relaying live programmes	1
f)	Wooden garden bench	5
g)	Reclining chair	5
h)	Hydraulic Stool	5
l)	Hammocks	5

	j)	Executive chair (wooden)	50
	k)	Pagoda (2.5mtr.x25.Mtr.)	5
	l)	Pagoda (5mtr.x5mtr.)	5
	m)	Executive 2 seater sofa-set	15
	n)	Executive 3 seater sofa-set	15
	o)	Central table	5
	p)	Tin Wall	1000 sq. mtr.
	q)	Cloth Wall	1000 sq. mtr.
	r)	Preparation and fixing of Flex/Banners on good quality (2.5'x5' Size – as per layout provided by NBT. The location for fixing of flex/banners will be informed by Officer In-charge.	50
	s)	Polythene	500 Sq. mtr.
	t)	Speaker	5
	u)	Microphone HIFI	5
	v)	Water jug (Mayur jug)	1
	(*) The Contractor has to quote the rates against each of the items/furniture/equipment. These rates shall not be taken into account while finalizing the tender. However, on demand of NBT, the contractor has to provide any of one or all the items/furniture/equipment as per the work-order to be issued by NBT prior to start of the Book Fair, failing which suitable penalty as deemed fit will be taken.		
B. Installation of Electrical fitting			
21.		LED Metal lights of 150 Watt similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	50
22.		Halogen LED Lights of 150 Watt with adjustable beam and angle complete with sufficient lighting and necessary wiring	30
23.		Decorative bulbs for decoration of gate, etc.	2000
24.		Silent Generator set: The generator should be in operational condition one day before start of the Book Fair and till the conclusion of the Fair.	
A.		FOR HANGAR	
		One 125 KVA Generator set (with fuel and operator) for full duration	1
		One 62 KVA Generator set (with fuel and operator) for full duration	1

25.	<p>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 one day before start of the Book Fair. 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 one day before start of the Book Fair and no extra payment shall be given to contractor for hiring and providing such extra generator, if any.</p> <p>Note :</p> <ol style="list-style-type: none"> 1. Providing power connection of various connected rating from switch board in various stands and with suitable size of cooper/aluminum 3½ /4 core armoured cable and earth wire controlled with suitable capacity switchgear such as ICTPN, ICSPN/MCB i/c end termination laying of cable in floor, trench, carpets and tapping with power supply from permanent DB of the Ground i/c connections interconnection and maintenance during the fair period. (The cables and other wiring needs to be put under the wooden ramps/rubber covering mat etc. under the carpet on ground floor. 2. Only one time payment as quoted by the Tenderer will be made in case of any increase or decrease in number of stalls. 	1
26.	Street light iron poles (20'x2-1½")	25
27.	Preparation & distribution of Handbills through Hawkers (Bilingual) on both sides of the good quality of paper (A4 Size)-As per layout provided by NBT	10000
28.	Preparation of Posters on good quality (15"x18" Size)–As per layout provided by NBT	1000
29.	Photography (Photographs should be provided in the DVD after the Book Fair). 50 photographs of inauguration and other important programmes are required in Album form in consultation with Officer In-charge	Per day basis (for 9 days)
30.	Videography (All Programmes should be provided in the DVD after the Book Fair)	Per day basis (for 9 days)

Requirement may increase or decrease as per decision of Competent Authority.

(* The contractor is required to submit (with the letter of acceptance after our issuing of work order) a self-declaration (on the Company's letterhead with stamp/seal) certifying that the quality and specification of the carpet has been adhered to, as per the tender above.

Application Form
National Book Trust, India
Nehru Bhawan
5, Institutional Area, Phase-II, Vasant Kunj
New Delhi – 110 070

From

To
The Director,
National Book Trust, India
New Delhi – 110 070

Dated: _____

Sub.: **Submission of Tender for temporary construction of stalls using Octonorm system and installation of electrical fittings, PA system, etc. on hire basis for the Book Fairs to be organized by NBT during the Financial Year 2019-20.**

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to National Book Trust. I/We shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards the quality of service and in case of any dispute; the decision of the Director National Book Trust shall be final and binding on me/us.

As desired, the Tender Fee and EMD vide Demand Draft Nos. (1) _____ (2) _____
Dated (1) _____ (2) _____ drawn on _____ respectively in favour of National Book Trust, payable at New Delhi are enclosed. I fully understand that in the event of my/our tender being accepted, you shall adjust this earnest money in security deposit payable by me/us for the faithful and satisfactory execution of the contract.

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

1. Registration Number of the Firm _____
2. Service Tax/GST (whichever is applicable) Number _____
3. PAN Card Number _____
4. Electrical License Number _____

I/WE shall have no claim to the refund of earnest money/Security prescribed against this tender in the event of my/our non-compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory services/violation of any term/terms or if I/We withdraw my tender at any stage during the period of validity.

My/our tender shall remain valid in the current financial year (2019-20) 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

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 _____ Book Fair 2019-20.

1. Name of the Tenderer/Concern
2. Nature of the concern
(i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization)
3. Present Address
4. Permanent Address
5. Earnest Money Amount :
6. DD No. & Date, Name of the bank/cash receipt no. of NBT, if deposited in cash
7. Whether each page of NIT and its Annexure have been signed and stamped.
8. Proposed date to start work **2 to 5 days before start of the Book Fair.**
9. List of Major Customers may be given on a separate sheet and proof of satisfactory execution of work in similar field.
10. Proof of the last three years' turnover of the firm which should not be less than Rs.25 lakhs each continuously for the preceding three years.
11. Permanent Account Number
12. Whether copies of authenticated balance sheet for the past three years enclosed _____.
13. Copies of the GST returns for the one year
14. Experience certificate of contractor covering execution to various State Govt./Central Government in similar field.
15. The Work Order from the concerned Unit/Deptt. should be submitted, in support of the experience.
16. Declaration in Affidavit on Non Judicial Stamp Paper of ₹ 10/- duly countersigned by Notary that they have not been banned or debarred by any Govt./Quasi Government Department or PSUs & all documents/information submitted by them are genuine and correct.
17. Any other information important in the opinion of the tenderer.

(Signature of Tenderer with stamp of the firm)

Date
Place

UNDERTAKING

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

(Signature of the tenderer with stamp of the firm)

Date
Place

TENDER FORM – II (FINANCIAL BID)

Specification of Work/ Bill of Quantity for Domestic Book Fair to be organized during 2019-20.

Sl. No.	Particulars	Appx./ Estimated Quantity	Rates per unit for full duration (in ₹)	Total for full duration (in ₹)
A.				
1.(a)	<p>Structure The hanger with Aluminum structure with waterproof and fire retardant sheet should be strong enough to sustain high speed wind/rain pressure. The hanger structure should cover 80 stalls and 10 stands of size 3x3 mtr./1 mtr. with having passage of 4 mtr. (at least) in between the line of stalls/stands with entry and exit gate and provision of exhaust fan in sufficient no., if required. Wooden platform of 9" height made with 19mm thick hard board and bed supported with providing 2"x2" wooden batons in properly leveled having no undulation, create no sound on using and covered with brand (*)new laminated carpet (two colour, one for stall and other colour for passage) on complete area. 75 ceiling/pedestal fans are required to cover up the entire area of stalls/stands/passage. Auditorium of size 45ft.x60ft. (with orange panels on all sides) is also required within/outside the hanger structure. The entire Hangar structure should be surrounded by Tin Wall and new Blue/White Cloth Wall (4 sides). At least 10 metal light should be provided one day before start of the Book Fair for setting-up/ display of Books by publishers in evening/night. The flex/branding of the book fair may be affixed/ provided on Iron Frame on the entry (which is two or three side as per the discretion of NBT having a triangular size of approx.. 80 or 100x25or 30 mt.) on the Hangar structure in the form of Gate / fasad as per the design provided by NBT (both side of the entrance as per the requirement). Specifications/size to be provided separately. Also 2 hoardings of size 20 x 10 is required.(Design to be provided by NBT). Kindly refer to the picture enclosed at the last page of the tender. Hangar should be properly closed in the night for security reasons.</p>	25 x 70 sq. mtr. (1750 sq. mtr.)		
1 (b)	<p>Structure with Air Conditioner The hanger with Aluminum structure with waterproof and fire retardant sheet should be strong enough to sustain high speed wind/rain pressure. The hanger structure should cover 80 stalls and 10 stands of size 3x3 mtr./1 mtr. with having passage of 4 mtr. (at least) in between the line of stalls/stands with entry and exit gate and provision of exhaust fan in sufficient no., if required. Wooden platform of 9" height made with 19mm thick hard board and bed supported with providing 2"x2" wooden batons in properly leveled having no undulation, create no sound on using and covered with brand (*)new laminated carpet (two colour, one for stall and other colour for</p>			

	<p>passage) on complete area. 75 ceiling/pedestal fans are required to cover up the entire area of stalls/stands/passage. Auditorium of size 45ft.x60ft. (with orange panels on all sides) is also required within/outside the hanger structure. The entire Hangar structure should be surrounded by Tin Wall and new Blue/White Cloth Wall (4 sides). At least 10 metal light should be provided one day before start of the Book Fair for setting-up/ display of Books by publishers in evening/night. The flex/branding of the book fair may be affixed/ provided on Iron Frame on the entry (which is two or three side as per the discretion of NBT having a triangular size of approx.. 80 or 100x25or 30 mt..) on the Hangar structure in the form of Gate / fasad as per the design provided by NBT (both side of the entrance as per the requirement). Specifications/size to be provided separately. Also 2 hoardings of size 20 x 10 is required.(Design to be provided by NBT). Kindly refer to the picture enclosed at the last page of the tender. Hangar should be properly closed in the night for security reasons.</p> <p>In case the Auditorium is required to be constructed outside the Hangar structure, the wooden platform with brand new laminated synthetic carpet (as per the specification mention below) is also required in the Auditorium.</p> <p>* providing & laying on hire basis a brand new laminated carpet, non-wooven needle punch carpet of genuine fibre minimum overall weight 1000 gm/ sgm (+-) 5%) having minimum 3.90 mm thickness preferable containing 375 gm polyester fibre or equivalent fibre (+-) 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-incharge, I/C covering with polythene sheet till the inauguration of a fair. Using a brand new laminated carpet.</p>			
2.	<p>Stall: Size 3m x 3m Stalls with computerized lettering on vinyl cutting name fascia in English/Regional Language of size 3m x3m, each with prefab octonorm system of the same colour in each stall, <u>consisting of 9 MS shelves of size 96"x8.5" with 2" depth duly powder coated in white colour Or 27 Wire Mesh Shelves</u>, 6 LED light (each of 18 watts), one octonorm table for counter of the same colour, two black folding chairs with steel arms, a plug point for computer, one mayur jug with cold water facility (20 ltr.) on per day basis, <u>one Dustbin</u> and one kanat of good quality of size 3mx3m size with provision of proper hanging system for covering/closing the stall after the Book Fair timings. The kanat should be made available to the participants a day before start of the Book Fair. 4mtr.x4mtr. Polythene to</p>	50 - 70		

	cover the books is also required in each stall. Laying & fixing of new brand laminated carpet(*) in the entire passage of indoor hall including the stalls/stands area, in case where structure is not required, should be provided by the contractor)			
3.	<u>Stand: Size 1m (single panel)</u> Stands with computerized lettering on vinyl cutting name fascia in English/ Regional Language on stands of size 1m length with prefab octonorm system (single panel) with 4 MS shelves with 2" depth duly powder coated in white colour Or 4 wire mesh shelves, one LED (18 watt), one folding chair with steel arm, a plug point for computer, one mayur jug with cold water facility (20 ltr.) on per day basis and one kanat of 1m size for closing the stand after the Book Fair timings. The kanat should be made available to the participants a day before start of the Book Fair.	10		
4.	Chemical Toilet block 4' x 4' (if required) With necessary tap fittings and fixtures including washbasin with the provision of water tanker on the top having the capacity of 1000 Ltr of water on daily basis, doors (with key and lock system) with provision of water flow. Electrical fitting with bulb for sufficient light in toilet area as well as way to toilets (each separate for Ladies and Gents)	2		
5.	<u>Gate Size:</u> (width 24'xheight 24') and as per design given by the office Material: Metallic frame on all four sides lettering on flex. Provision of 24 tube lights (8 each) should be done in each entry gate to have proper visions for the visitors during night. Four 150 watt LED halogen light may also be provided for each gate to have sufficient illumination in the night.	2		
6.	<u>The following items are required in the Auditorium</u>			
	a) Backdrop in the size of 30'x8' with flex on wooden frame with lettering on flex of approved shade	3		
	b) Dais: Size 30'x20'x1½' in height made of wooden platform with new brand laminated synthetic carpet(*) with needle punch of blue/red colour; table 15'x3' with table cloth and frill in front, 10 wooden cushioned arm chairs, 25 ceiling fan/pedestal fans and 10 Air Conditioner. Decoration of stage with flowers, flower arrangements for Dais along with arrangement of 8-10 Mineral Water Bottles (200 ML) for Dais and Name plates at the Dias (10) alongwith the provision of Green Room of 36 Sq. Mtr. as per the direction of the officer incharge.	1		
	c) Podium with frill along with NBT Logo (size as per requirement)	1		

	d)	Complete PA System and audio recording of inaugural function and other programmes along with provision of playing instrumental music during the Book Fair iii. Hanging Speakers (6) and Big speakers (4) iv. Microphone HIFI (6 fixed with stand and 2 cordless microphone) (8)	1		
	e)	Sofa Sets (3 seater) with white covers along with 4 central tables	16		
	f)	Chairs with white cover for seat and back	150		
	g)	Queue Manager	12		
7.		Brand new laminated carpet(*) for floor area (same specification as given for carpet in structure at s.no. 1)	2000 sq. mtr		
8.		Ground Net (Green)	1000 sq. mtr.		
9.		Pots with seasonal flowers/plants	60		
10.		Fire Fighting Equipment (CO ² Water and powder mix with refilling dates)	40		
11.		New brand Dustbins (Big Size) Plastic with cover (Picture attached)	10		
12.		List of participants on 12' x 6' (one each in English/Regional language) Schedule of programs on 12' x 6' (one each in English/Regional language)	4		
13.		Indicator 6' x 3' (English/Regional language)	10		
14.		Sweepers for cleaning of ground are required one day before start of the Book Fair and till the end of the Book Fair (10:00 a.m. to 8:00 p.m.)	3		
15.		Security personnel round the clock are required one day before start of the Book Fair and till the end of the Book Fair: (*) Rates may be given on per day basis only:			
	a)	Supervisor	1		
	b)	Guards	3		
16.		Steel Almirah (Full Size) - (0.90 x 0.40 x 1.97 m) Neat & clean painted almirah in good working conditions.	1		
17.		Wooden platform	500 sq. mtr.		
18.		Preparation of Hoardings (Size: 20'x10' / 5'x3' / 20'x20')	2000 sq. ft.		
19.		Industrial Cooler (as per the pic enclosed) with the provision of water facility on daily basis.	10		
20.		(*) Additional items, if required – (Rates may be given for full duration)			
	a)	Wooden/steel tables 5'x2'	5		
	b)	Octonorm Table for display of Books	50		
	c)	Three orange Octonorm Panel Wall	30		
	d)	Ceiling/Pedestal Fan	50		
	e)	Wall Screen (Size 52") with provision of relaying live programmes	1		
	f)	Wooden garden bench	5		
	g)	Reclining chair	5		
	h)	Hydraulic Stool	5		
	l)	Hammocks	5		
	j)	Executive chair (wooden)	50		

	k)	Pagoda (2.5mtr.x25.Mtr.)	5		
	l)	Pagoda (5mtr.x5mtr.)	5		
	m)	Executive 2 seater sofa-set	15		
	n)	Executive 3 seater sofa-set	15		
	o)	Central table	5		
	p)	Tin Wall	1000 sq. mtr.		
	q)	Cloth Wall	1000 sq. mtr.		
	r)	Preparation and fixing of Flex/Banners on good quality (2.5'x5' Size – as per layout provided by NBT. The location for fixing of flex/banners will be informed by Officer In-charge.	50		
	s)	Polythene	500 Sq. mtr.		
	t)	Speaker	5		
	u)	Microphone HIFI	5		
	v)	Water jug (Mayur jug)	1		
	(*) The Contractor has to quote the rates against each of the items/furniture/equipment. These rates shall not be taken into account while finalizing the tender. However, on demand of NBT, the contractor has to provide any of one or all the items/furniture/equipment as per the work-order to be issued by NBT prior to start of the Book Fair, failing which suitable penalty as deemed fit will be taken.				
B. Installation of Electrical fitting					
	21.	LED Metal lights of 150 Watt similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	50		
	22.	Halogen LED Lights of 150 Watt with adjustable beam and angle complete with sufficient lighting and necessary wiring	30		
	23.	Decorative bulbs for decoration of gate, etc.	2000		
	24.	Silent Generator set: The generator should be in operational condition one day before start of the Book Fair and till the conclusion of the Fair.			
	A.	FOR HANGAR			
		One 125 KVA Generator set (with fuel and operator) for full duration	1		
		One 62 KVA Generator set (with fuel and operator) for full duration	1		

25.	<p>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 one day before start of the Book Fair. 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 one day before start of the Book Fair and no extra payment shall be given to contractor for hiring and providing such extra generator, if any.</p> <p>Note :</p> <p>3. Providing power connection of various connected rating from switch board in various stands and with suitable size of cooper/aluminum 3½ /4 core armoured cable and earth wire controlled with suitable capacity switchgear such as ICTPN, ICSPN/MCB i/c end termination laying of cable in floor, trench, carpets and tapping with power supply from permanent DB of the Ground i/c connections interconnection and maintenance during the fair period. (The cables and other wiring needs to be put under the wooden ramps/rubber covering mat etc. under the carpet on ground floor.</p> <p>4. Only one time payment as quoted by the Tenderer will be made in case of any increase or decrease in number of stalls.</p>	1		
26.	Street light iron poles (20'x2-½")	25		
27.	Preparation & distribution of Handbills through Hawkers (Bilingual) on both sides of the good quality of paper (A4 Size)-As per layout provided by NBT	10000		
28.	Preparation of Posters on good quality (15"x18" Size)–As per layout provided by NBT	1000		
29.	Photography (Photographs should be provided in the DVD after the Book Fair). 50 photographs of inauguration and other important programmes are required in Album form in consultation with Officer In-charge	Per day basis (for 9 days)		
30.	Videography (All Programmes should be provided in the DVD after the Book Fair)	Per day basis (for 9 days)		
Amount				
Service Tax/GST (whichever is applicable)				
Total Amount				

Requirement may increase or decrease as per decision of Competent Authority.

(* The contractor is required to submit (with the letter of acceptance after our issuing of work order) a self-declaration (on the Company's letterhead with stamp/seal) certifying that the quality and specification of the carpet has been adhered to, as per the tender above.

NOTE:

1. **No additional work may be done by the Contractor without obtaining the written approval of DD(Exhibition) or Officer-In-Charge of the Fair failing which no payment will be made for the additional work.**
2. Rates for the items 6 (a) to (f) for one day as well as for full duration including inaugural day may be mentioned.
3. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc. except service Tax/GST (whichever is applicable) 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.
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. **We have read the "Terms & Conditions" mentioned in the Tender Document and agree that they are the part of Tender Document and also agree to abide by them.**

(SIGNATURE OF THE CONTRACTOR)
(WITH SEAL)

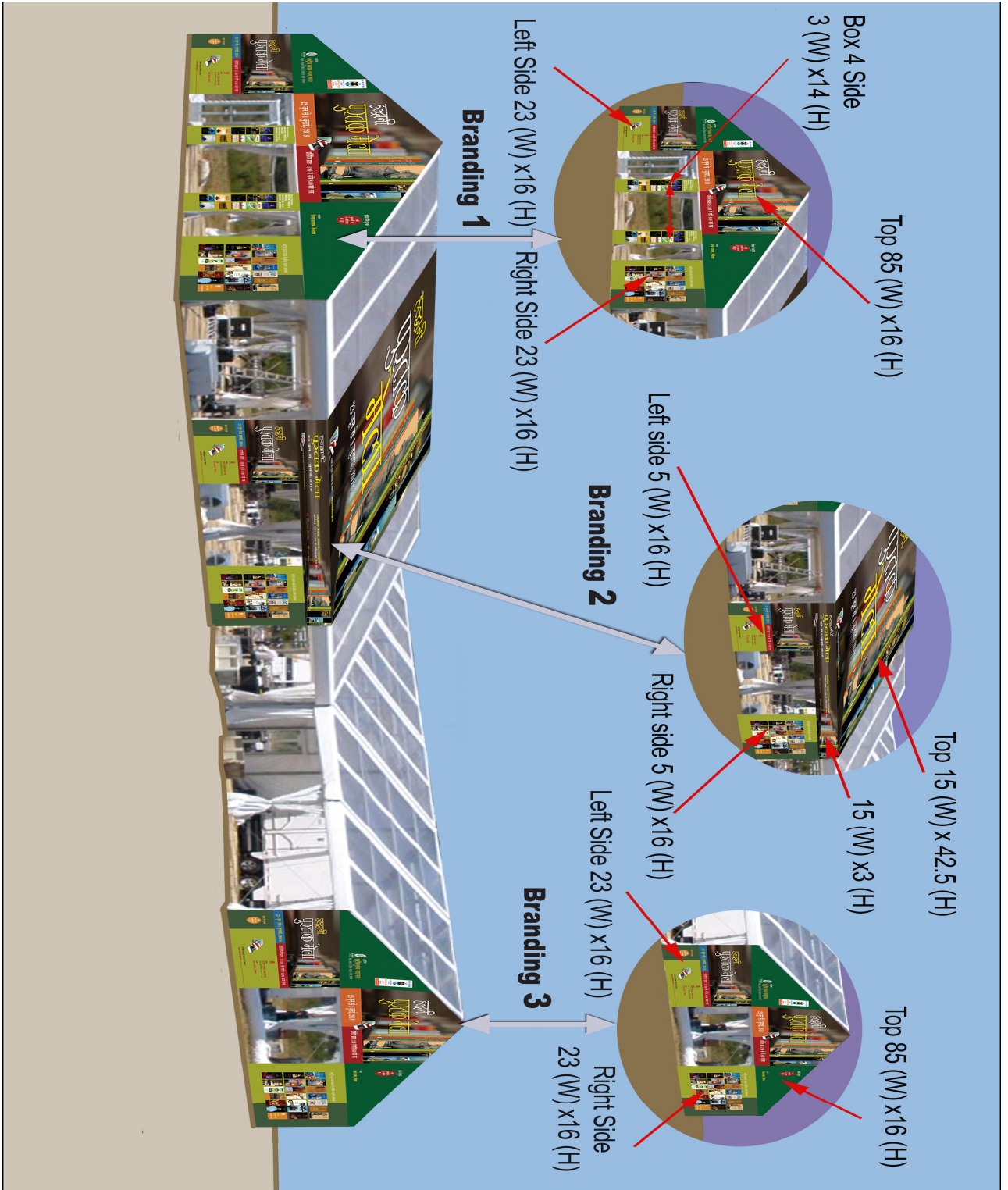
Industrial Cooler



**New brand Dustbins
(Big Size)**



DESIGN FOR HANGAR



DESIGN FOR AC HANGAR

