



NATIONAL BOOK TRUST, INDIA

Eastern Regional Office

2nd Floor, Jalanseva Trust Building, 61,
Mahatma Gandhi Road,
Kolkata – 700 009 (West Bengal)

**Tender for construction of one stall at (46th Kolkata Book Fair) at
Boimela, Central Park Mela Ground, Karunamayee, Sector - III, Salt
Lake, Kolkata (31.01.23 to 12.02.23)**

**Subject: Tender for fabrication of stalls along with electrical fittings on contract basis for
14 days in 46th Kolkata Book Fair, Kolkata (West Bengal) to be organized by Publishers
& Booksellers Guild, Kolkata during 31st January 2023 to 12th February 2023.**

The two bid system will be followed for this tender. Bidder is advised to carefully read this tender document before submitting his/her bid. In this system bidder must submit his offer in two separate sealed envelopes super scribing the envelop “**Tender for construction of one stall at (46th Kolkata Book Fair)**” at Boimela, Central Park Mela Ground, Karunamayee, Sector - III, Salt Lake, Kolkata.

Tender may be downloaded from Central Public Procurement Portal and NBT's Website i.e. www.nbtindia.gov.in. Vendors are hereby invited for fabrication of stall along with electrical fittings and sale counter for Kolkata Book Fair to be organized during the current financial year 2022-23 from eligible contractors having minimum experience of three years with Central or State Govt. or Public Sector Undertaking/Autonomous bodies of providing similar services with average turnover of Rs. 10.00 lakh or more in each of three financial years i.e. 2019-20, 2020-21 & 2021-22.

Terms and Conditions

1. Pre-Qualification Criteria:

The tender is based on two bid system. The tenderer shall submit his/her bid after downloading the Tender from CPP Portal and NBT's website in two separate categories marked "**Technical Bid - Fabrication of Stall**" and the second one marked "**Financial Bid - Fabrication of Stall**".

2. Technical Bid:

This shall form the basis of ascertaining the Technical and Financial credentials of the tenderer and also the suitability of Firm. The technical bid will be evaluated in terms of **Annexure - I** of the tender document. **The tenderers are advised to submit all supporting documents/information to examine the bids for qualifying for opening of Financial bid.**

2.1. This envelop of Technical bid containing the required documents must super scribe "**TECHINCAL BID- Fabrication of Stall**" and should be sealed.

3. Financial Bid:

This shall consist of rate **Annexure - III** for Financial Bid and the tenderers are advised to fill the rate only in the format specified (**Annexure - III**) herein in accordance with the instructions and other relevant provisions mentioned in this tender document.

3.1. This envelop of Financial bid should contain the price bid in format and must super scribe "**FINANCIAL BID- Fabrication of Stall**" and should be sealed

4. Both of these envelop of Technical Bid and Financial Bid should be put in another sealed envelope super scribing Bid/Tender for **Fabrication of Stall at Kolkata Book Fair.**

5. Technical Bid and Financial Bid should be addressed to :

Superintendent (Eastern Regional Office) 61, Mahatma Gandhi Road, 2nd Floor, Kolkata - 700 009, West Bengal.

Schedule of Tender

- i. Date of issue of Tender Documents: 17/01/2023
- ii. Last date of submission of bids: 23/01/2023 (Upto 11.00 AM)
- iii. Date of opening of Technical bids: 24/01/2023 (02.00 PM)
- iv. Date of opening of Financial bids: 24/01/2023

6. Financial bids of only those bidders who successfully qualify in the technical bid will be opened as specified above. Bids not accompanied by required enclosures will be rejected without assigning any reason.
7. Tenders shall be opened at ERO office, 61, Mahatma Gandhi Road, 2nd Floor, Kolkata - 700 009, West Bengal, National Book Trust, India. Tenderer or their representative may like to be present at the time of opening of bids.
8. The quantities mentioned in the schedule may either be increased or decreased at the discretion of the NBT - India. However, for the decreased quantity, no claim shall be entertained and if considered necessary, any item could be dropped completely.
9. Earnest Money :-

Earnest Money Deposit (EMD) of Rs. 20,000/- is to be deposited with the tender in the form of Demand Draft/Pay Order payable at Kolkata and drawn in favor of National Book Trust, India or EMD amount may be deposited through RTGS/NEFT in NBT's Account as per the details given below:

Beneficiary	NATIONAL BOOK TRUST,INDIA
Bank	CANARA BANK
Account Number	0151101011043
IFSC Code	CNRB0000151
MICR Code of Bank	700015010
Branch	COLLEGE STREET, KOLKATA

Please ensure that Technical Bid should accompany the EMD of Rs. 20,000/-, failing which the Technical Bid shall be rejected.

9.1. 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 - India. Besides this, the Bidder will also be liable to be debarred/blacklisted from participating in the tendering process of NBT - India in future, and/or be fined.

9.2. No claim shall lie against NBT - India in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security Deposit.

9.3 Only those parties, who have asset/infrastructure to complete the job, are requested to apply. The infrastructure facilities are subject to verification by the NBT - India.

10. The firm registered with MSME may be considered for exemption of Earnest Money Deposit as per rule.

11. Performance Security:

Before award of the contract the successful bidder will be required to deposit Performance Guarantee (refundable) a sum equivalent to **40,000/-** in the form of a NEFT/RTGS drawn in favour of **National Book Trust, India**, payable at **Kolkata**. The Performance Guarantee deposited shall be released by the NBT- India after successful completion of the contract in all respect.

12. The acceptance of a bidder will rest solely with the Competent Authority of NBT - India, 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.

13. The items given in the specification of work (**ANNEXURE - II**) are approximate. Requirement of quantity/ items mentioned in the schedule may increase or decrease as per the decision of the Competent Authority of NBT - India and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely

14. NBT - India has the right to amend the tender document at any time before the closing date of the Bids.

15. Any modification/corrigendum issued with regard to this bidding document will be uploaded only on CPP Portal as well as NBT - India's website. Bidders are, therefore, advised to visit the CPP Portal and NBT - India's website in bidding section regularly till the last stipulated date of issuance of the bidding document for ascertaining any modification/corrigendum issued in this regard.
16. **The approved Contractor should visit the Book Fair Venue/Ground and submit the layout/design of the Book Fair site to In-Charge (ERO, National Book Trust, India) 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.**
17. Incomplete quotation is liable to be rejected. If there is a discrepancy in rates between words and figures, the amount in words will prevail.
18. The quotation should fill the rates both in figures as well as in words. The quotation form shall be filled in **English** and all entries must be handwritten in dot pen. Overwriting of rates is not permitted. Corrections, if any, should be attested by the owner with his full signature.
19. Work must be completed by **6.00 p.m. on 28th January 2023 at the allotted space for NBT's Stall** in all aspects and has to be handed over to NBT - India in writing indicating the date and time.
20. It will be the responsibility of the contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc. at his own cost. He should take necessary precautions and provide safety measures to safeguard against possible hazards/accidents.
21. The quality of material to be used for the construction should conform to the approved design available in the softcopy. Any deviation in quality will render the contractor liable to penalty as may be decided by the NBT - India. The decision of the NBT - India in this regard shall be final and binding on the contractor. The correction in design and material if any will be intimated and has to be incorporated by the vendor.

22. The payment of the billed amount will be made subject to a physical verification by the officers of the NBT - India. TDS & TDS (GST) shall be deducted as applicable under the rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Annexure - I.** without which the quotation is liable to be rejected.
23. During the period of construction of stalls, the contractor shall have to make his own arrangement for various amenities necessary for the smooth execution of his work.
24. The contractor will be responsible for the up-keep and maintenance of the entire structure of stalls constructed by them till the end of the fair without any extra payment. Breakage and damages, if any shall immediately be replaced/repared without any extra cost.
25. One contact person / official of contractor shall be present for first three days of fair to see overall arrangement.
26. Penalty of non-compliance of work on scheduled time will be imposed 2% of the total bidding value.
27. The bid submitted by the tenderers shall be valid for a minimum period of 90 days computed from the date of opening of the bid.

28. 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, labor disputes and government or public authority's demands or requirements.

29. 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 - India in that event and the security deposit shall also stand forfeited and the contractor will be blacklisted for work in future.

30. 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.

31. 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 - India 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 The Arbitration and Conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

32. Legal jurisdiction

The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi as head quarter of NBT - India is Nehru Bhawan, 5, Institutional Area, Phase - II, Vasant Kunj, New 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.

33. Validity of Bid

The work order shall be valid till the Financial Year 2022-23 or completion of Book Fair, whichever is earlier. In case the Book Fair is not organized due to unavoidable reasons/any other reasons during the Financial Year 2022-23, the contract will be treated as cancelled.

34. The decision of NBT - India with regard to all terms & conditions shall be final and binding.

35. Criteria for Evaluation of Bidding

NBT – India will examine the Bidders' documents 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 in order.

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,

**Superintendent
(EASTERN REGIONAL OFFICE)
NATIONAL BOOK TRUST, INDIA
61, MAHATMA GANDHI ROAD,
KOLKATA – 700 009 (WEST BENGAL)
PHONE NO.:- 033 - 2241 3899
E-mail: ero.nbt@nic.in**

TECHNICAL BID**QUALIFYING CRITERIA FOR TECHNICAL BID**

The bidder must fulfill the following qualifying criteria and submit the documentary evidence with the technical bid, failing which Tender will be summarily rejected

Sl. N	CRITERIA	QUALIFYING REQUIREMENT (With documentary evidences)								
(i)	Type of Firm	Proprietorship/Partnership/Company/LLP (Attach relevant Documents)								
(ii)	Profile of the Firm	Detailed information of the firm to be provided on letter head - Complete office address with Phone No. and official e-mail ID, Name of the authorised person to be contacted etc.								
(iii)	Annual turn-over of the firm in last three Financial years (Enclose Balance sheet, Profit and Lost A/C of the last three completed Financial years, duly audited by a Chartered Accountant/published Annual Report. All statements should be duly signed, dated and stamped by the CA along with name and UDIN of the CA who is certifying the above mentioned financial statements)	<p>Minimum of Rs. 10 lakhs (Average) in last three Financial Years is mandatory.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Annual Turnover Rs. (in Lakh)</th> </tr> </thead> <tbody> <tr> <td>2019-20</td> <td></td> </tr> <tr> <td>2020-21</td> <td></td> </tr> <tr> <td>2021-22</td> <td></td> </tr> </tbody> </table>	Year	Annual Turnover Rs. (in Lakh)	2019-20		2020-21		2021-22	
Year	Annual Turnover Rs. (in Lakh)									
2019-20										
2020-21										
2021-22										
(iv)	Copy of Trade License (if applicable)	Trade licence should be valid at the time of opening of Tender otherwise Tender shall be rejected.								
(v)	EMD - Rs. 20,000 (Rupees Twenty Thousand only)	India payable at Kolkata office should be enclosed								

(vi)	Valid PAN	Certified copy of PAN card to be attached
(vii)	Valid GST Number	Certified copy of GST registration to be attached
(viii)	GST Return copy GSTR-1 & 3B (Year 2022-23 & copy of latest qtr. return)	Certified copies must be enclosed
(ix)	Income Tax Return of last 3 years (Year 2019-20, 20-21 & 21-22)	Certified copies of the Return must be enclosed
(x)	Audited all Financial Statement of last three FY (Year 2019-20, 20-21 & 21-22)	Certified copies must be enclosed
(xi)	Firms account details with Name, Account Number, IFS Code, Branch Name & Address	Self-attested on letter head

Date:

Signature:

Name:

Seal of the Firm:

Date:

Signature:

Name:

Seal of the Firm:

Specifications

Construction of NBT Book stall (441) at Kolkata Book Fair 2023 scheduled from 31st January to 12th February 2023 at Mela Ground, Central Park, Salt Lake, Kolkata

Sl. No.	Specifications
01.	Complete Scope of Work The NBT's One stall 72 sq. mt. (775 sq. ft. approx.) will be fabricated / constructed as per the design. Stall has to be fabricated under a water proof super structure provided by the organizer Publishers & Booksellers GUILD. In case the GUILD does not provide water proof super structure, the same has to be provided by the bidder.
ITEM WISE SPECIFICATIONS	
02.	<u>EXTERIOR</u>
(a)	The entire exterior decoration/fascia to be maintained by the bidder throughout the fair including Flex/Vinyl/ work. Facia with ply/board/vinyl/backlit artwork and cutout of NBT LOGO & others LOGO, Headline front appropriate and lucrative with stall design.
(b)	The exterior design has to be fabricated with the use of good wooden ply board (wherever necessary) as per the design.
(c)	The design need to be strictly followed and the materials such as ply wood, flex/vinyl/ Acrylic Sheet / Fiber Glass is to be used as per requirement of the design. Any paint with water proof emulsion.
(d)	The multilingual lettering in the front fascia projection, backlit artwork, flex etc. to be printed and installed as per the design.
3.	<u>Name Panels (Both inside & outside)</u> The lettering of National Book Trust, India with LOGO (in English & Bengali) to be printed in backlit / acrylic sheet. Light should be LED only.
4.	<u>Green Plants</u> Flower pots (20 nos.) covering with ply box with colour.
5.	<u>Entry & Exit Gate</u>
(a)	The bidder has to provide and install collapsible gate (properly painted) with lockable arrangement with lock at the each entry and exit gate.
(b)	A ramp at the entry or exit gate to be properly made of plywood to facilitate physically challenged persons with wheelchair.
6.	<u>INTERIOR</u> The entire interior decoration to be strictly followed as per the design with proper dimension and finish. The interior wall should not be less than 9 ft. and to be made of 6 mm ply with duly painted in plastic emulsion with Velvet Touch and should be water resistant.
7.	<u>Platform/Flooring</u>
(a)	The platform/flooring to be made with good quality thick ply board (with proper water level).
(b)	Height of the platform should not be less than 8 inches.
(c)	The entire floor to be covered by new synthetic carpet.
8.	<u>Reception Cum Sales Counter</u>
(a)	Reception cum sales counter with two drawers to be strong enough with locking arrangement and glass top esthetically made with the use of good quality plywood.
(b)	One receptionist to be provided in stall during the fair period.
9.	<u>Podium at the middle of stall</u> The 3 steps books display podium is 8 ft. width and 4 ft. height with storing arrangement at the bottom with collapsible shutter / sliding wooden doors.

10.	Electrical Fittings 20 nos. LED tube light and 4 nos. ceiling / pedestal fan should be provide. LED Spotlight with reflector should be provide on Entry / Exit Gate, 2 nos. LED Halogen to be focused on the front side and 1 for left/right wall side, 6 nos. Plug Point / Surge Protector at CASH COUNTER and 4 nos. at STORE ROOM should be provide.
11.	Bookshelves with storage facility
(a)	All the bookshelves to be made with good quality thick plywood and strong enough to carry all the books. All books racks should be finished with ply board wooden frame (colour and specification should be as per design). Wall behind book racks should be cover with PLY/MDF/Cloth with wooden frame.
(b)	A provision of storage facility to be made at the bottom of the book shelf with collapsible shutter / sliding wooden doors. (colour and specification should be as per design).
(c)	The height of each of the book shelves should be 7 ft. (colour and specification should be as per design).
(d)	All the sections of the books to be tagged as per requirement (such as English/ Bengali/ Hindi, etc.
12	Store Room A store room within the stall measuring 6ft X 3ft X 8ft height along with a Table, power points, lights and door with locking arrangement and covered with flex / vinyl art work as per design.
13	Fire Protection 8 Nos. fire extinguisher (in working condition and recently filled with date) will be provided for which no extra payment will be made.
14	Furniture The bidder should provide hard plastic 12 nos. chairs in stall.
15	Ceiling New white cloth mount on the ceiling.
16.	General
(a)	Cost of hiring of extra electrical fittings including the electrical consumption charges (both provided by the contractor and the fair authority) to be borne by the contractor.
(b)	Four dustbins to be provided.
(c)	One coffee vending machine is to be installed in stall with arrangement of Tea/Coffee and operator during the entire period of the fair.
(d)	One water dispenser in stall with packaged drinking water during the fair period.
(e)	Two Security persons to be provided in stall for the safety and security of the books and other materials in the stall during the fair period.
(f)	Cost of KMC Taxes for Book Fair to be borne by the contractor.
17.	GST charges, if any. (Should be indicated with valid GST & PAN/TAN No.)

I /We do hereby certify that I /We have seen the presentation and shall not back fire if it is so then the NBT India may take action as deemed accepted.

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

Date:

Signature:

Place:

Name :

Address :

PAN :

FINANCIAL BID

Construction of NBT Book stall (441) at Kolkata Book Fair 2023 scheduled from 31st January to 12th February 2023 at Mela Ground, Central Park, Salt Lake, Kolkata

Sl. No.	Specifications	Rate with Superstructure	Rate without Superstructure
01.	The NBT's One stall 72 sq. mt. (775 sq. ft. approx) will be fabricated / constructed as per the design. Stall has to be fabricated under a water proof super structure provided by the organizer Publishers & Booksellers GUILD. In case the GUILD does not provide water proof super structure, the same has to be provided by the bidder. (Rate should be quoted for both the eventualities)		
Total Amount (in words) (Inclusive of GST, Permission Charges etc.)			
ITEM WISE SPECIFICATIONS AND RATES			
	Specifications	Rate	
02.	<u>EXTERIOR</u>		
(a)	The entire exterior decoration/fascia to be maintained by the bidder throughout the fair including Flex/Vinyl/ work. Facia with ply/board/vinyl/backlit artwork and cutout of NBT LOGO & others LOGO, Headline front appropriate and lucrative with stall design.		
(b)	The exterior design has to be fabricated with the use of good wooden ply board (wherever necessary) as per the design.		
(c)	The design need to be strictly followed and the materials such as ply wood, flex/vinyl/ Acrylic Sheet / Fiber Glass is to be used as per requirement of the design. Any paint with water proof emulsion.		
(d)	The multilingual lettering in the front fascia projection, backlit artwork, flex etc to be printed and installed as per the design.		
3.	<u>Name Panels (Both inside & outside)</u> The lettering of National Book Trust, India with LOGO (in English & Bengali) to be printed in backlit / acrylic sheet. Light should be LED only.		
4.	<u>Green Plants</u> Flower pots (20 nos.) covering with ply box with colour.		
5.	<u>Entry & Exit Gate</u>		
(a)	The bidder has to provide and install collapsible gate (properly painted) with lockable arrangement with lock at the each entry and exit gate.		

(b)	A ramp at the entry or exit gate to be properly made of plywood to facilitate physically challenged persons with wheelchair.		
6.	INTERIOR The entire interior decoration to be strictly followed as per the design with proper dimension and finish. The interior wall should not be less than 9 ft. and to be made of 6 mm ply with duly painted in plastic emulsion with Velvet Touch and should be water resistant.		
7.	Platform/Flooring		
(a)	The platform/flooring to be made with good quality thick ply board (with proper water level).		
(b)	Height of the platform should not be less than 8 inches.		
(c)	The entire floor to be covered by new synthetic carpet.		
8.	Reception Cum Sales Counter		
(a)	Reception cum sales counter with two drawers to be strong enough with locking arrangement and glass top esthetically made with the use of good quality plywood.		
(b)	One receptionist to be provided in stall during the fair period.		
9.	Podium at the middle of stall The 3 steps books display podium is 8 ft. width and 4 ft. height with storing arrangement at the bottom with collapsible shutter / sliding wooden doors.		
10.	Electrical Fittings 20 nos. LED tube light and 4 nos. ceiling / pedestal fan should be provide. LED Spotlight with reflector should be provide on Entry / Exit Gate, 2 nos. LED Halogen to be focused on the front side and 1 for left/right wall side, 6 nos. Plug Point / Surge Protector at CASH COUNTER and 4 nos. at STORE ROOM should be provide.		
11.	Bookshelves with storage facility		
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14	<u>Furniture</u> The bidder should provide hard plastic 12 nos. chairs in stall.		
15	<u>Ceiling</u> New white cloth mount on the ceiling.		
16.	<u>General</u>		
(a)	Cost of hiring of extra electrical fittings including the electrical consumption charges (both provided by the contractor and the fair authority) to be borne by the contractor.		
(b)	Four dustbins to be provided.		
(c)	One coffee vending machine is to be installed in stall with arrangement of Tea/Coffee and operator during the entire period of the fair.		
(d)	One water dispenser in stall with packaged drinking water during the fair period.		
(e)	Two Security persons to be provided in stall for the safety and security of the books and other materials in the stall during the fair period.		
(f)	Cost of KMC Taxes for Book Fair to be borne by the contractor.		
17.	GST charges, if any. (Should be indicated with valid GST & PAN/TAN No.)		
Total Amount in Rupees including GST			
Total Amount (in words) (Quoted Amount is inclusive of GST, permission charges etc.)			

I /We do hereby certify that I /We have seen the presentation and shall not back fire if it is so then the NBT India may take action as deemed accepted.

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

Date:

Signature:

Place:

Name :

Address :

PAN :