

RFP REF. NO. _____

Request for Proposal (RFP)

CONSULTING SERVICES – FIRM SELECTION

**FINANCIAL SELF SUSTAINABILITY ROAD MAP
WITH DETAILED PROJECT REPORT
FOR
NEW DELHI WORLD BOOK FAIR
(25 Feb – 5 march 2023)**



NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India
Nehru Bhawan, 5-Institutional Area Phase-II
Vasant Kunj, New Delhi- 110070

2. LETTER OF INVITATION

NATIONAL BOOK TRUST, INDIA

Ministry of Education (Govt. of India)
Nehru Bhawan, 5-Institutional Area, Phase- II,
Vasant Kunj, New Delhi - 110070

No.

Date:

Dear Sir/Madam,

National Book Trust, India invites sealed Request for Proposal from Indian consulting agencies for Business Planning and Preparing Detailed Project Report with Financial Self Sustainability of its flagship event New Delhi World Book Fair.

The RFP Document containing the details of qualification criteria, submission-requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

The RFP Document is available on the NBT-India website www.nbtindia.gov.in

IMPORTANT DATES

PUBLICATION OF RFP DOCUMENT	4-OCT-2022
CLARIFICATION START	4-OCT-2022
CLARIFICATION END	8-OCT-2022
PRE BID CONFERENCE	10-OCT-2022
BID SUBMISSION START	10-OCT-2022
BID SUBMISSION CLOSE	10 A.M. 17 OCT-2022
BID OPENING (TECHNICAL)	2 P.M. 17-OCT-2022
BID OPENING (FINANCIAL)* tentative	2 P.M. 18-OCT-2022

Queries, if any, may be referred in writing to the Manager (Sales & Marketing) at the following address: Sales Project Cell, Room No. 110, NATIONAL BOOK TRUST, INDIA, 5 Institutional Area, Phase- II, Vasant Kunj, New Delhi – 110070 or E-mail: ndwbf23sponsorship@gmail.com, scoord@nbtindia.gov.in

Reference

- 1.** National Book Trust India, (hereafter referred to as NBT-India) an autonomous body under the Ministry of Education, Book Promotion Division, Department of Higher Education, Government of India is the organizer of New Delhi World Book Fair (NDWBF)– one the biggest B2C book fairs in the Afro-Asia region. Being organized in Pragati Maidan, New Delhi since the last 50 years (from the year 1972), and the NDWBF has been the most awaited calendar event in India and abroad.
- 2.** NBT-India intends to hire Consultancy Services for the upcoming Edition(s) of New Delhi World Book Fair. The detailed Terms of Reference (TOR) for the assignment are attached to this RFP.
- 3.** The Consulting Services (“the Services”) include services for the Project Management Consultants (PMC), who will be responsible for the management of various aspects of the Project undertaken during the tenure. The PMC will manage the project implementation, report to NBT-India, and coordinate with various departments/ agencies/ stakeholders for ensuring smooth project implementation and meet the planned targets and ensure their outreach.
- 4.** NBT-India invites eligible consulting firms (“Consultants”) to submit their proposals in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The short-listing criteria is:

- a)** The firm should have been in business for at least last seven(7)years (i.e.2015 – 2022)
- b)** The firm should have proven experience of successfully completed similar assignments related to Project Management or providing consultancy services with Central Government/State Government in India in the last 7 years (i.e.2015 – 2022) as mentioned below:
 - (i)** At least 1 (one) year experience of providing consultancy services for operations, planning and procurements and appointment of Private Sector Partner/ Operator for revenue generating facilities/ avenues in the last 7 (seven) years
 - (ii)** At least 1 (one) assignment where the firm was involved in providing consultancy services(either completed or ongoing) to a public sector client involved in education/ skill development/ tourism or related fields of events/ exhibitions in last 7 (seven) years
- c)** Have an average annual turnover of INR 50 Crores from consulting services in the last 3 Financial Years (i.e.2021-22, 2020-2021 and 2019-20)

d) Have technical and managerial capability in the following domains i.e. project management, technology, content, human resources, finance & procurement management to undertake the assignment.

5. The list of documents to be submitted along with RFP are:

- a. Name, address, e-mail, telephone along with a note on the Ownership and organizational structure and core business area of the consulting firm.
- b. Document(s) to demonstrate that the firm is in business for the last 7(seven) years;(Certificate of Incorporation)
- c. Document(s) related to details of Similar Assignments related to Project Management with Central Government/State Government in India executed during the last 7 years supported by Copy of Contractor Work Order and Completion Certificates from the Client
- d. Document(s) related to details of successfully completing similar assignments/works related to planning, designing (Detailed Project Report for Financial Sustainability and consulting Government programmes/projects in India in the last 7 years (i.e.2015 – 2022)).

Note: For all Citations, ongoing projects will be considered for evaluation if the completed component of the project meets the project value requirements. Consultants, in such cases will have to furnish:

- Copy of Contract/Work Order
 - Certificate from the Client (**clearly mentioning the completed component of the project and the value of the completed component**)
- e. Certificate from the Statutory Auditors/Chartered Accountant stating the year-wise annual turnover during from consulting services in each of the last 3 financial years(i.e. 2021-22, 2020-21 and 2019-20);
 - f. A short write-up (*not more than 2000 words*) on technical and managerial capability of the firm along with the Professional work experience and resume of key personnel proposed to be engaged for the project.
6. Consultant or consultant form will be selected in accordance with the Quality and Cost-based Selection (QCBS) method in the Procurement Regulations.
7. RFP will be published at www.nbtindia.gov.in. Any corrigendum to RFP would also be published at www.nbtindia.gov.in

- 8.** Further information can be obtained from the office of
Manager (Sales & Marketing)
NATIONAL BOOK TRUST, INDIA
5 Institutional Area, Phase - II, Vasant Kunj, New Delhi – 110070
(from 10:00 to 1700 hours) | 011-2670 7707
E-mail: ndwbf23sponsorship@gmail.com, scoord@nbtindia.gov.in
- 9.** Applicants meeting the qualification criteria may be invited for presentation / proposal before the selection committee of National Book Trust, India.
- 10.** National Book Trust, India reserves the right to cancel this RFP and/or invite afresh with or without amendments, without liability or any obligation for such request for RFP and without assigning any reason. Information provided at this stage is indicative.
- 11.** The Scope of work is initially for a period of 6 months from October 22 to March 23 and focussed on generating additional sources of revenue for NDWBF 23 scheduled from 25 Feb -5 March 23 through sponsorship etc. However if the performance of the shortlisted consultant is up to the mark, NBT reserves the right to extend the contract for one more year for NDWBF 24 (10-18 Feb 24), on mutually agreed terms and conditions in tunes with the present RFP.
- 12.** After issuance of the work order and start of the task, based on the performance review, Director, NBT reserves the rights to terminate the contract at any point during the contract period (without assigning ay reason) with one month's (30 days) notice.
- 13.** The RFP is uploaded in CPP Portal, GeM as well as through open advertisement however, party is requested to choose only a single mode to send their proposal.
- 14.** National Book Trust, India reserves the right to amend/add further details in the RFP.

Terms of Reference for Hiring Management Consultants

For preparing a Detailed Project Report with Road Map for Financial Sustainability for upcoming editions of New Delhi World Book Fair 2023 (25th February – 5th March 2023)

Project Background

NBT-India has been organizing the New Delhi World Book Fair (NDWBF) since the year 1972 – a prestigious annual event which is one of the largest book fairs in the Afro-Asian region in terms of footfall with over 12 lakh visitors. In its 50th year of inception – in 2023 – the New Delhi World Book Fair will be held in the newly-built International Exhibition Centre complex of Pragati Maidan which is at par with the international standards in the spirit of ATMANIRBHAR BHARAT. The 2023 edition of New Delhi World Book Fair will have central theme of ***Azadi ka Amrit Mahotsav and New Education Policy 2020*** and France will be the Guest of Honour country with its Guest of Honour Country Presentation and a delegation of 30+ authors. The fair will be spread across more than 30,000 sq.mtrs. of exhibition space with about 1000 exhibitors, publishers and business related to education, publishing, EdTech etc. With about 30 foreign countries, the Foreign Pavilion is frequented by many diplomats and ambassadors as well as international delegations. The fair will see participation from eminent personalities from publishing and literary world participating in many discussions, seminars, book release functions etc.

Participation of about 4 to 5 lakh people in the age-group 5-15, about 5 to 7 lakh in the age-group 12-25 (as all schools and colleges are open now) and about 2 to 4 lakh booklovers from the age 25 and above. This provides exciting opportunities for the brands to connect with the target audience in a socially informed and contributory manner.

Scope of Work:

- Understand the existing operating system in place for NDWBF, and identify new sources of revenue generation/financing for NDWBF 2023 (25th February to 5th March 2023) and prepare a Standard Operating Procedure (SOP) including a Draft procurement document **to generate sponsorship for NDWBF 23, prepare draft contract between sponsor and the organising body (NBT) and assist in financial transaction and settlement.**
- Prepare a Detailed Project Report (DPR) for NDWBF 2023 (25th February to 5th March 2023) including Brand Communication/Penetration.
- Prepare a strategic roadmap for getting larger international participation, addition of new exhibitors from areas of publishing, education and technology.

Project Timelines, Deliverables and Payment

The project is envisaged for a period of 6 months with monthly payment i.e.6 equal instalments of total fees quoted.

The table below provides the project timelines and corresponding deliverables:

S.N.	Activity	Timeline
1.	Submission of standard operating procedure (SOP)for sponsorship and Draft procurement documents	T+ 1 month (November 22)
2.	Transaction advisory support for generating revenues through sponsorship	T+ 2 to T+4 months (Nov 22 – Jan 23)
3.	Settlement of Accounts and the contractual obligations for the sponsorship between NBT & sponsor	T+ 4 to T+ 6 (Jan 23 to March 23)

Incentive structure for sponsorship generated from reputed private firm/company (payable after full and final settlement of Accounts between sponsor and NBT-India) is.

Sl.No..	Target	Incentive
1	Less than 2 Crores	0%
2	2 – 5 Crores	5%
3	5 – 10 Crores	7%
4	Above 10 Crores	10%

Staff/Personnel Requirement and Experience

The consultant team shall include **(a)** Project Manager – for project coordination and management; and **(b)** Team members – for project execution as mentioned below:

S.N.	Position	Qualifications	Experience
1	Project Manager (1 no.)	MBA or M. Tech in Engineering/ Planning OR Masters in Design	<ul style="list-style-type: none"> • Minimum 5 years' experience in execution of projects for government/ public sector • The candidate must have experience related to preparation of feasibility report/ project report/ DPR, market study and business plan/ financial plan • Experience of executing projects involving asset monetisation, revenue enhancement for government/ public sector clients
2	Team Member 1	MBA or equivalent with specialisation in Marketing/ Finance	<ul style="list-style-type: none"> • Minimum 3 years' experience of working for government/ public sector • The candidate must have experience related to preparation of feasibility report/ project report/ DPR, market study and desktop research for government/ public sector clients
	Team Member 2	Masters in Planning and Architecture	

Eligibility Criteria for Qualification

To qualify, the consultant must have the following mandatory qualifying requirements:

1. The bidder should have an average annual turnover of INR 50 Crores from consulting services in the last 3 Financial Years (2021-2022, 202-21 and 2019-20) from Indian operations only. (Audited Annual Report from certified Chartered Accountant to be furnished)
2. The bidder should have experience of providing services as a management consultancy for at least 7 years as on 31stMarch 2022.
3. The bidder should be a registered firm under the Companies Act 2013 in India or Limited Liability Partnership Act, 2008, partnership firm registered in India from last 7 years (Certificate of Incorporation and PAN Card must be furnished)
4. The bidder should not have been blacklisted or debarred by any Government / Semi Government Organizations / funding agency (e.g. World Bank, ADB, NABARD etc.) during last 7 years from the last date of bid submission.
5. Firms are not allowed to form Joint venture or Consortium with other Firms.
6. Firms should have experience as per details given below –
 - a. Three completed consultancy services to Central/ State Govt/ PSU / Govt in India costing 20 crore or two completed services/ projects costing not less than 30 crore or one completed services not less than

50 crore in last 7 years.

- b. At least 1 (one) year experience of providing consultancy services for operations, planning and procurements and appointment of Private Sector Partner/ Operator for revenue generating facilities/ avenues in the last 7 (seven) years
- c. At least 1 (one) assignment where the firm was involved in providing consultancy services (either completed or ongoing) to a public sector client involved in education and skill in the last 7 (seven) years

7. GST Certificate, Signed copy of RFP

Evaluation Criteria

The proposal shall be evaluated based on QCBS formula in which weightage of Technical Part shall be 60% while weightage of Financial Part shall be 40%. Minimum technical score for technical qualification is 70. Financial Proposal of only those bidders who qualify technically will be opened for financial evaluation. The consultant is required to quote a **lump sum amount** for the proposed services in the Financial Proposal.

Evaluation Matrix

1.	Specific Experience of the Consultant Firm relevant to the Assignment/ Job	50 marks
a.	Experience as a management consultant for government/public clients for projects involving preparation of business plan/ asset monetisation/ financial sustainability plan with project cost more than INR 20 Crore during last seven years preceding the last date of bid submission. (10 marks for each project [each of minimum INR 20 Cr] and maximum marks up to four assignments)	40 marks
b.	Experience of providing consultancy to department of education/ skills/ educational institute/ culture in last seven years preceding the last date of bid submission. (5 marks for each assignment and maximum up to two assignments)	10 marks
2.	Financial Capacity of the Consultant Firm	10 marks
	Average annual turnover from consultancy and professional fees in last financial years: <ul style="list-style-type: none"> • INR 50 Cr ≤ Firm's avg annual turnover < 100 Cr: 2 marks • INR 100 Cr ≤ Firm's avg annual turnover < 200 Cr: 5 marks • INR 200 Cr ≤ Firm's avg annual turnover: 10 marks 	10 marks
3.	Presentation on proposed 'Approach and Methodology' for the assignment	20 marks

4.	<p>Key professional staff: Qualification & competency for the assignment/ job.</p> <p>For evaluation of each of the key professionals the following sub-criteria shall be followed:</p> <ul style="list-style-type: none"> • Qualification of the Candidate • Total Experience of the Candidate • Relevant Experience of the Candidate 	20 marks
	<p>a. Project Manager: (10 marks)</p> <p>b. Team Members (2 nos.): (10 marks) (5 marks/member)</p>	

Evaluation of Bids – Bids will be evaluated on QCBS method

1. EVALUATION PROCESS:

1) A proposal shall be considered responsive if –

- a) It is received by the proposed Due Date and Time.
- b) It is Digitally Signed.
- c) It contains the information and documents as required in the Tender Document.
- d) It contains **Bid Security Declaration** in lieu of Earnest Money Deposit.
- e) It contains information in formats specified in the Tender Document.
- f) It contained letter of Un-Conditional Acceptance of Company’s letter Head. Letter of Power of Attorney in the name of the person signing on behalf of the Auditor.
- g) It mentions the validity period as set out in the document
- h) It provides the information in reasonable detail. The NBT reserves the right to determine whether the information has been provided in reasonable detail.
- i) There are no significant inconsistencies between the proposal and the supporting documents.
- j) The Technical qualification conforms to as specified in the eligibility criteria in the tender.
- k) A Tender that is substantially responsive is one that conforms to the preceding requirements without deviation or condition.
- l) The NBT reserves the right to reject any tender which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the NBT in respect of such Tenders.
- m) The NBT would have the right to review the Technical Qualification and

seek clarifications or other seek necessary documents through email wherever necessary.

- 2) Since the tender involves selection based on pre-qualification criteria, the TIA (Tender Inviting Authority) will examine and seek clarification, if any, and list out the firms, which are found technically qualified and consented by NBT. Cover-II Price Bid of such tenders only will be opened.
 - a) The date and time will be intimated to tenderers whose offers are found suitable and Cover – II of such tenderers will be opened on the specified date and time and time published at e-tender portal.
 - b) The Fax/E-Mail offers will be treated as defective, invalid and rejected. Only detailed complete offers received through online prior to closing time and date of the tenders will be taken as valid.
- 3) The decision of NBT in all matters regarding appointment of Revenue Auditor will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the NBT in this regard.

2. OPENING OF TENDER

- (a) The Technical Bid shall be opened on **17 Oct 2022** at 14:00 hours in the presence of the interested bidders or their authorized representatives.
- (b) The Financial bid of those bidders who are technically qualified, shall be opened on 18.Oct.2022 (tentative).
- (c) NBT reserves the right to extend the date of receiving/ opening of the bids.
- (d) NBT reserves the right to call for any other details or information /documents from any of the bidder(s).

3. SELECTION CRITERIA

The final selection of the successful bidder from the technically qualified bidders will be done by considering the technical bid and financial bid by using the following criteria and weightage: -

Criteria	Maximum Marks (weightage)	Method of allotting marks for Combined Score
Financial	40	The bidder with the lowest quote will be awarded 40 Marks and of the bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 40 marks. A bidder quoting Rs.100/- will get $(60/100) \times 40 = 24$ marks.
Technical	60	The bidder with the maximum technical score will be Awarded 60 marks and other bidders will be awarded proportionately less marks. For example, if, the highest technical score is 80, bidder having this will get 60 marks. Bidder having technical score of 70 will get $[70/80] \times 60 = 52.50$ marks.
Total	100	

NOTES:

- a) **The Financial Bid as per Format IV has to be submitted ON-LINE only.**
- b) **All marks will be rounded off upto 2 decimal places.** The bidder getting the maximum combined score out of 100 will be selected as the successful bidder.
- c) In case of a tie, preference will be given to the bidder with higher financial score i.e. having quoted the lower fee. In case of a tie in financial as well as technical score, the NBT can award the assignment to any one of the bidders at its sole discretion.
- d) NBT reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
- e) NBT reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- f) The Financial Bids of the technically qualified bidder shall be opened in the presence of their representatives, on a specified date and time and Venue, which will be intimated to the Technically Qualified bidders.
- g) If there is a discrepancy between words and figures, the figures written in words shall prevail.

4. SIGNATURE OF BIDS/OFFERS

The offer must contain the name, designation, residence and place of business of the person or persons making the offer and must be duly signed and stamped on each page by the bidder with his usual signature.

Offer by a partnership firm must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s)

The Power of Attorney in the name of the person signing on behalf of the Auditor shall be furnished along with the offer.

The Auditor's (Bidder's) name stated on the proposal shall be the exact legal name of the firm. Erasures or other changes in the offer shall be authenticated by the initials of the persons signing the bid.

5. REJECTION OF OFFER/CANCELLATION OF CONTRACT

- (i) If the firm/LLP/organization gives wrong information in its offer, NBT reserves the right to reject such offer at any stage or to cancel the contract, if awarded.

Validity of Offer

The offer for RFP as per this document shall be valid for a period of three (3) months initially which may be extended further if required by NBT-India.

INSTRUCTIONS TO CONSULTANTS

1. The RFP is to be submitted in the manner prescribed below:

All information as detailed below is to be submitted in hard copy in separately sealed envelopes:

- a) Applicant's RFP as per Format-1.
- b) Organizational Contact Details as per Format-2.
- c) Experience of the organization as per Format-3.
- d) List of team members likely to be assigned for the project Format-4.
- e) Financial strength of the company as per Format-5.
- f) Declaration as per Format-6.
- h) Power of Attorney in favour of Authorized Signatory with long and short signatures of Authorized Personnel
- i) Proof of having registered office in Delhi NCR - lease deed/ rent agreement/ any other valid govt document
- j) Financial bid as per Format-7
- k) Bid security declaration as per Format-8

2. RFP has been put up on www.nbtindia.gov.in and may be downloaded from there.
3. The bidders are expected to examine all instructions, forms, terms and other details in the RFP document carefully. Failure to furnish complete information as mentioned in the RFP document or submission of a proposal not substantially responsive to the RFP documents in every respect will be at the Bidder's risk and may result in rejection of the proposal.

4. Qualification Criteria:

Following will be the minimum pre-qualification criteria. Each eligible consultant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

S.No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant shall be a firm/ company/ partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 and who have their registered offices in India and must have an office in National Capital Region of Delhi.	Copy of Certificate of incorporation and Partnership Deed, if any
2.	The firm should be in the business of providing similar consultancy services for at least 07 years as on 31 st March 2022.	Certificate by Company Secretary of the Bidder's organization
4.	The Bidder should have an annual turnover of Rs. 50 Crore in the last 3 Financial Years (FY 2021-22, 2020-21 and 2019-20) from only consultancy Services rendered in India	Format-5 to be certified and validated by Chartered Accountant (CA)
5.	<u>Work Experience</u> Three completed consultancy services to Central/ State Govt/ PSU / Govt in India costing 20 crore or two completed services/ projects costing not less than 30 crore or	Copy of Work Order/ Contract and completion certificate *

	<p>one completed services not less than 50 crore in last 7 years.</p> <p>At least 1 (one) year experience of providing consultancy services for operations, planning and procurements and appointment of Private Sector Partner/ Operator for revenue generating facilities/ avenues in the last 7 (seven) years</p> <p>At least 1 (one) assignment where the firm was involved in providing consultancy services(either completed or ongoing) to a public sector client involved in education and skill in the last 7 (seven) years</p>	
7.	<p>The firm should not be blacklisted by any Central Govt. / State Govt. / PSU/Govt. Bodies</p> <p>(Declaration on Rs. 100/- stamp paper should be notary certified)</p>	Certificate signed by the Authorized signatory
8.	PAN/ GST Registration	Copy of Certificate to be enclosed.
10.	The Bidder must have an office in Delhi / NCR.	Details of branch offices in Delhi/NCR area, if any, may be submitted.

5. Conflict of Interest:

- a. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Bidder to inform National Book Trust, India, detailing the conflict in writing as an attachment to this Bid.
- b. NBT-India will be the final arbiter in cases of potential conflicts of interest. Failure to notify NBT-India of any potential conflict of interest will invalidate any verbal or written agreement.
- c. A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Bidder is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

6. Condition under which RFP is issued:

The RFP is not an offer and is issued with no commitment. NBT-India reserves the right to withdraw RFP and or vary any part thereof at any stage. NBT-India further reserves the right to disqualify any bidder, should it be so necessary at any stage.

7. Formats for Submission:

APPLICANT'S RFP

To

The Director,
National Book Trust, India
Vasant Kunj, New Delhi-110070

Sub: Submission of RFP for Consultancy services on Financial Self-Sustainability Roadmap with Detailed Project Report for NBT-India's flagship event 'New Delhi World Book Fair'. 2023 edition

Dear Sir,

In response to the Invitation for RFP published on _____ for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, we attach the following documents in separately sealed envelopes and one soft copy:

- | | |
|---|------------|
| 1. Organizational Details | (Format-2) |
| 2. Experience in related fields | (Format-3) |
| 3. List of experts / consultants | (Format-4) |
| 4. Financial strength of the organization | (Format-5) |
| 5. Additional information | (Format-6) |
| 6. Declaration | (Format-7) |
| 7. Bid security as | (Format-8) |

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Encl.: As above.

Note: This is to be furnished on the Letter Head of the organization.

FORMAT – 2

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act,1956/ the partnership Act, 1932/LLP Act, 2008	
4.	Whether the firm has been blacklisted by any CentralGovt. / State Govt./PSU/ Govt. Bodies / Autonomous.? If yes, details thereof. (Declaration on Rs. 100/- stamp paper should be notary certified)	
5.	Address of registered office with telephone no. &Email	
6.	Address of offices in i) National Capital Region of Delhi ii) All other State/UT's	
7.	Contact Person with telephone no. & e-mail ID	

Enclosures:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of 4 above.

Signature of the applicant

Full name of the applicant

Stamp & Date

FORMAT – 3

Experience in Related Fields				
S. No	Items	Number of Assignments during last 7 years	Order Value of each assignment in Crore (INR) (Enclose copy of each order)	Mention the-name of Client/Organization (Enclosed completion certificates)
1	Experience of assignments of similar nature			
1.1	Experience in carrying out similar assignments in Government/ Public Sector			
1.2	Experience in carrying out Similar assignments in Education/ Culture			
<p>Decision of Evaluating Committee in ascertaining "similar nature" and "similar assignment" will be final.</p> <p style="text-align: right;">Signature of the applicant Full name of applicant Stamp & Date</p>				

FORMAT - 4

List of experts/consultants identified for the project				
S. No	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant
Full name of applicant
Stamp & Date

FORMAT – 5

Financial Strength of the Organization					
S. No	Financial Year	Whether profitable Yes/No	Annual net profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from only Consultancy services rendered in India (in Crores of Rs.)
1	2021-22				
2	2020-21				
3	2019-20				
Note: Please enclose auditor's certificate in support of your claim.					

Signature of the applicant

Full name of applicant

Stamp & Date

Declaration

We hereby confirm that we are interested in competing for the Consultancy Services to undertake the task of preparation of Financial Self Sustainability Roadmap with Detailed Project Report of NBT-India's flagship event New Delhi world Book Fair.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.

FINANCIAL BID

Scope of Work	Professional Fee (in figure as well as in words)
Professional Fee (including travelling, boarding, conveyance & other miscellaneous and out of pocket expenditure) for a period of 6 months, with all applicable taxes & duties include GST, towards making New Delhi World Book Fair financially sustainable, as per Scope of work, for period of 6 months starting October 22.	
TOTAL	

Place

(Signature of the Tenderer with rubber stamp)

Date

Bid Security Declaration in lieu of Earnest Money Deposit

(To be submitted on contractor's letter head)

Whereas, I/We (Name of agency).....have
submitted bidfor
.....
..... (name of work).....
I/We hereby submit following declaration in lieu of submitting
Earnest Money Deposit.

(1) If after the opening of tender, I/We withdraw or modify
my/our bid during the period of validity of tender (including
extended validity of tender) specified in the tender
documents,

Or

(2) If, after the award of work, I/We fail to sign the contract,
before the deadline defined in the tender documents,

I/We shall be suspended for one year and shall not be eligible to
bid for NBT tenders from date of issue of suspension order.

Signature of Bidder