

Ref.: CC/20WBF/Hiring/Web

Dated: 02.02.2012

Dear Sir,

As you may be aware, National Book Trust, India, an autonomous body under the Ministry of Human Resources Development, Government of India is engaged in the promotion of books and book-reading habits among masses in the country.

The NBT shall be organizing the 20th **World Book Fair** (India's largest Book exposition) at Pragati Maidan from **25th February to 4th Mar 2012**. In this regard, the NBT proposes to install Plasma, Projector, Camera and other equipment on hire basis at Pragati Maidan. Details of such equipments and their quantities are provided at **Annexure-I**.

You may kindly submit your sealed bid for the same so as to reach the office(Computer Cell) of **National Book Trust, India at Nehru Bhawan, 5, Institutional Area, Phase- II, Vasant Kunj, New Delhi-110070** latest by **February 10, 2012 - 1400 hrs (Friday)**. The bid should conform to all the instructions as provided in **Annexure II**.

Yours faithfully,

(Pradip Chhabra)
Deputy Director (Systems)

Enclosures : As above

Terms and Conditions

1. The bid should be strictly as per the specifications/format as provided at **Annexure-I** and should conform to all the instructions mentioned herein. Failure to furnish all relevant information as required or submission of bid not substantially responsive to this document in every respect will be at the bidders risk and will result in rejection of the bid. No correspondence will be entertained in case the bid is rejected on this account.
2. Bids must be accompanied along with an **Earnest Money (EMD) of Rs.5,000/-** (Rupees Three thousand only) in the form of a demand draft/pay order drawn in favour of **National Book Trust, India payable at Delhi**. In the absence of the EMD, the bid would be rejected.
3. The bidding firm should be well established and must have proven renting experience for the events of similar magnitude in the last 3 years. In support bidder must enclose the document.
4. The registration no. of the firm along with the LST/CST number should be mentioned in the quotation. Details of Permanent Account Number (PAN) of the firm should also be mentioned. Bidder is required to produce the copies of valid Registration Certificate along with the copies of last 3 years income tax return certificates.
5. The rates should be quoted in Indian Rupees and the rates shall be fixed.
6. Taxes, as applicable shall be deducted.
7. 100% payments shall be made on production of a pre-receipted invoice after successful completion of the work.
8. Bidder shall sign all pages of the quotation and enclose supporting documents.
9. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.
10. Equipment should not be more than one year old and must be in very good condition.
11. Bidder must submit an undertaking that he has required number of equipment mentioned at **Annexure-I**, at his disposal.

12. The vendor shall not assign or sublet the work/job to any other person or party. In case of subletting, the performance security and EMD amounts shall stand forfeited and such contractor can also be blacklisted for future tendering of the Trust.
13. EMD amount shall, however, be liable to be forfeited if the bidder either fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the specifications. If the successful bidder backs out after award of the contract, Earnest Money Deposit is liable to be forfeited
14. Sealed bids superscribing "**Quotation for Hiring of Plasma, Projectors Camera and other equipment for 20th World Book Fair**", should be addressed to **Director, National Book Trust, India**.
15. Sealed bids must reach the office(Computer Cell) of National Book Trust, India on or before the due date, which is **February 10, 2012 - 1400 hrs (Friday)**. Bids shall be opened on the same day at **1600hrs** in the presence of the bidders who choose to be present at the opening of bids. In the event of due date being a closed holiday or a declared holiday for central government offices, the due date for submission of the bid will be the following working day at the appointed time and venue.
16. Bids should be valid for a period of 90 days after the due date.
17. National Book Trust, India may waive any minor infirmity or may seek any clarification, if so desired.
18. Equipment are to be commissioned on turnkey basis from **25th February to 4th Mar 2012** (both days inclusive).
19. Installations in full operational form of all equipments should be completed latest by 24 February 2012 – 1500 Hrs.
20. The equipments are to be installed at Pragati Maidan. (Most likely at Pragati Lounge and/or other Halls that are booked by the Trust for the purpose of Exhibition). It may be noted that geographically separate areas need not be networked. However, the equipment that are placed adjacent/near by to each other are required to be networked.
21. The NBT at its discretion may either increase or decrease the quantities and number of days as provided in the schedule (**Annexure – I**). The NBT also reserves the right to drop any item completely.

22. Rates quoted should be inclusive of insurance, freight, maintenance, transportation and other incidental expenses including those for extension boards/cords, RJ-9/RJ-11 sockets, wires etc.
23. Rate quoted should also be inclusive of services of on-site engineers as specified in **Annexure I** for troubleshooting purposes. The availability of site engineer of the Tendering agency shall be so ensured during the entire period that response time for any troubleshooting /operational rectification is not more than half an hour.
24. The Vendor shall indemnify the hirer against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the equipment or any other part thereof.
25. The vendor must ensure that all equipments as specified in **Annexure – I** work throughout the duration of World Book Fair. Proportionate deductions will be made in case of non-working of equipments as specified in **Annexure-I** on penalty basis from the rentals payable. In addition to above the Trust may also invoke penalty of 10% of bill amount in case of non-compliance.
26. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof after acceptance of tender. In case the Tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of earnest money will be forfeited to the Government.
27. When deemed necessary, the NBT may seek clarification on any aspect from the bidder. The NBT will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bid is determined to be qualified to perform the job order satisfactorily. The NBT shall however not bind itself to accept the lowest or any bid, wholly or in part.
28. Director, National Book Trust, India reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reasons whatsoever.
29. Incomplete quotations are liable to be rejected.

Annexure - I

S. No	Item	Qty (a)	Hiring charges per item per day (In Rs) (b)	Total Cost per day (In Rs) [a x b]
01	LCD Data Projector with Projection Screen (XGA 1024 x 768 x 3 & 4' x 6' screen) having port for attaching DVD Player	3		
02	Plasma Screen 42" inch with Floor Stand having port for attaching DVD Player (With Operator)	4		
03	Plasma Screen 75" inch with Floor Stand having port for attaching DVD Player (With Operator)	1		
04	LED Projector (5000 Lumens)	1		
05	Screen Covering Charges for LCD in case installation outside the Hall	1		
06	Digital Video Camera having directly recording facility on DVDs.	4		
07	DVD Player	3		

Total Cost (In words): _____

CST/LST No.: _____ PAN No.: _____

Earnest Money Details: _____

Name of the Firm: _____

Address & Telephone No.: _____

Authorised Signatory :

Name:

Date :

Place :

Seal :