



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

Website: www.nbtindia.gov.in, **E-mail:** office.nbt@nic.in

Phone: 011-26707780-781-788

New Delhi World Book Fair (4 – 12 January 2020)

NOTICE INVITING TENDER

DESIGNING AND FABRICATION OF THEME PAVILION ON THEME ENTITLED “GANDHI: THE WRITERS’ WRITER IN HALL-7E

1. National Book Trust, India (NBT), an autonomous organization established by the Government of India in the year 1957 to develop reading habit and promote book culture in the country invites sealed tenders/bids for **designing and fabrication of Theme Pavilion entitled “Gandhi: The Writers’ Writer” in Hall No.7-E** on hire basis for the New Delhi World Book Fair to be held from 4 to 12 January 2020, Pragati Maidan, New Delhi from eligible Contractors having minimum experience of last 03 years with Central or State Government or Public Sector Undertakings/Autonomous bodies of Govt. of India, State Govt. or National level professional Bodies in India or abroad of providing similar services with annual turnover of Rs.50.00 lakh per annum or more during the last three consecutive years.
2. The tender document containing terms and conditions can be obtained **during the period from 4 to 16 December 2019** (except Saturday, Sundays and Gazetted Holidays) **till 10:00 a.m.** on payment of **Rs.5,900/- inclusive of GST @ 18% (Rs.5000/- + Rs.900/-) (Rupees Five Thousand Nine Hundred only) (Non-Refundable)** in the form of cash/demand draft favouring **National Book Trust, India, payable at New Delhi from the Office of Deputy Director (Exhibition), National Book Trust, India. The Tender Forms can also be downloaded from NBT’s website: www.nbtindia.gov.in, www.eprocurement.gov.in.**
3. Tender for designing and fabrication of Theme Pavilion in Hall No.7E should be submitted in two sealed envelopes viz. **Technical Bid (Envelope-I) & Financial Bid (Envelope-II). Technical Bid (Envelope-I)** shall contain Earnest Money Deposit (EMD), pre-qualification 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 duly signed in all pages of Bid.
4. 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 each envelope should be placed in the outer envelope and marked on top as **“Tender for designing and fabrication of Theme Pavilion entitled “Gandhi: The Writers’ Writer” in Hall No.7-E for “New Delhi World Book Fair 2020”. The tenders will be received by 16 December 2019 till 10:30 a.m. and will be dropped in the tender box placed in the Security Room at main gate of NBT Head Office, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.**
6. **The Technical bids shall be opened on 16 December 2019 at 11:00 a.m.** in the presence of the Tenderer or their representatives who wish to be present. The technical bids shall be scrutinized by the Committee on various parameters constituted for the purpose.

The Bidders, who qualified the technical terms of the Tender Form, will perform their Digital Presentation **on 16 December 2019** in the Conference Room of the NBT and the decision of NBT in this regard shall be final and binding. The Bidders, whose Digital Presentation is acceptable to NBT, the Financial Bids of those will be opened on **17 December 2019 at 11:00 a.m.**

7. **Schedule of Tender.**

Sl. No.	Tender Schedule	Date and Time
1.	Date of Issue of Tender Documents	4 – 16 December 2019.
2.	Pre-Bid Meeting	13 December 2019 at 11:30 a.m.
3.	Last Date of Submission of Tenders	16 December 2019 till 10:30 a.m.
4.	Date of opening of Technical Bids	16 December 2019 at 11:00 a.m.
5.	Date of Digital Presentation	16 December 2019 (after opening of Technical Bids)
6.	Date of opening of Financial Bids	17 December 2019 at 11:00 a.m.
7.	Earnest Money	Rs.1,00,000/-

8. The Tenderers should quote in figures as well as in words the rates and amount tendered by them in the price schedule. The amount for each item should be quoted and the requisite totals should be given. The rates quoted in the Price Schedule shall be exclusive of all taxes, levies, GST, etc., which shall be paid at the rates applicable from time to time as per the law. No extra payment shall be made in addition to the accepted rate as per the Price Schedule by NBT. If there is any discrepancy in rates between words and figures, the amount least/lowest will prevail.

8. **Earnest Money**

Earnest Money Deposit (EMD) of Rs.1,00,000/- to be deposited with the tender in the form of Demand Draft/Pay Order payable at New Delhi and drawn in favour of National Book Trust, India or EMD amount may be deposited through RTGS in NBT's Accounts as per details given below.

Beneficiary	NATIONAL BOOK TRUST, INDIA
Bank	CANARA BANK
A/C	3159101000299
IFSC	CNRB0003159
MICR Code of Bank	110015187
Address	Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110070, India

In case the EMD amount is not deposited, the tender is liable for rejection without any notice. **E.M.D in the form of Bank Guarantee or any other form is not acceptable.**

- 8.1. Tenderers shall not be permitted to withdraw their offer or modify the terms and conditions thereof after acceptance of tender. In case the Tenderers fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Performance Guarantee, will be forfeited by the NBT. Besides this, the Tenderers will also be liable to be debarred / blacklisted from participating in the tendering process of the NBT in future, and/or be fined.
- 8.2. No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or security deposit.
9. Each bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a bidder or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
10. The Tenderers shall bear all costs associated with the preparation of their Tender including cost of preparation for the purpose 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.
11. The acceptance of a tender will solely rest with the Competent Authority of NBT, who does not bind themselves to accept the lowest tender and reserves the authority to reject any or all of 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.

12. Tender containing any condition leading to unknown/indefinite liability is liable to be summarily rejected.
13. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Tenderers who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by NBT.
14. Tenders shall remain open for acceptance for a period of three months from the date of opening of Technical Bid. If the Tenderers withdraws his tender before the expiry of the said period or makes any modifications in terms and conditions of the tender which are not acceptable to NBT or the work 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 and Performance Guarantee Money.
15. The quantities mentioned in the schedule may be increased or reduced at the discretion of NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
16. Any modification/corrigendum issued with regard to this tender document shall be uploaded on NBT website: www.nbtindia.gov.in only. Bidders/Tenderers 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.
17. NBT shall have right to issue Addendum to Tendered 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 to Tender.

Yours faithfully,

Deputy Director (Exhibition)
National Book Trust, India
“Nehru Bhawan”, 5, Institutional Area, Phase-II, Vasant Kunj
New Delhi - 110 070
(Tel.: 011-267077780-81-88)
E-mail: nbtexhibition@gmail.com

GENERAL TERMS AND CONDITIONS

1. **Parties**: The parties to the contract are the Tenderers(s), to whom the work has been assigned, and the NBT through its Director.
2. **Address**: For all purposes of the contract including arbitration thereunder, the address of the Bidders mentioned in the Bid(s) shall be final unless the Bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to NBT. The Bidders shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Tenderers(s)**: The term Bidders shall mean company, firm **or** party to whom the contract is awarded, and their heirs, legal representative, 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 Tenderers(s).
6. **Bid(s)**: The entire set of Bid(s) paper issued to the Bidders should be submitted fully priced and also signed on the last page together with initials on each page. Signature will indicate acceptance of the Tender forms by the Bidders. NBT reserves the right to summarily reject a bid where the tender forms are not signed by the Bidder
The schedule of quantities shall be filled in as follows:
 - i) The “Rate” column to be legibly filled using Ball pen or typed both in numerical / figures and in words.
 - ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity)
 - iii) All corrections are to be signed and attested.
 - iv) In case of any errors / omissions in the quoted rates, the rates given in the Bid(s) marked “original” shall be taken as correct rates. No modifications, writings or corrections can be made in the Bid(s) papers by the Bidders.
- 6.1 NBT reserves the right to reject the lowest or any Bid(s) and also to discharge any **or** all of the Bid(s) 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 Bidder(s) shall note that his Bid(s) shall remain open for consideration for three months from the date of opening of the Financial Bid (Price Bid).
7. **Signing of Bid(s) Documents**: Individual signing the Bid(s) **or** other documents connected with contract must specify whether he/she 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/she must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
 - (c) Director or a principal officer duly authorized by the Board of Directors of the Company.

NOTE:

- (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 Bid(s).
- (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 Bid(s) and all other related documents must be signed by all partners of the firm.

- (iii) A person signing the Bid(s) form or any documents forming part of the Bid(s) 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, the Director, NBT without prejudice, shall cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
 - (iv) The Bidder(s) should sign and affix his/her firm's stamp at each page of the Bid(s) and all its Annexure as the acceptance of the offer made by the Bidders will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING BID(S).**
 - (v) Any correction, mutilation or overwriting in figures of rates must be supported by signature of the bidder; otherwise the quotation will not be considered.
8. **Rates Quoted:** The rates quoted in the tender shall be for each item for the entire duration of the Fair until it is specifically mentioned, otherwise the rates quoted in the Price Schedule shall be exclusive of GST. The payment of GST will be made as per applicable rates. No extra payment shall be made by NBT in addition to the accepted rates.
9. **Opening of Bid(s):** The Bidder is at liberty either in self or through an authorized representative (not more than one) to be present at the opening of the Bid(s). The representative attending the opening of the Bid(s) on behalf of the Bidder should bring with him/her a letter of authority from the Bidder and proof of identification.
10. **Criterion for Evaluation of Bid(s):** NBT will examine the Bid(s) to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Bid(s) are generally in order. A Bid(s) determined as not substantially responsive will be rejected by NBT and will not subsequently be made responsive by the Bidders by correction of non-conformity.

Based on the qualification criteria specified in **Chapter-3**, the evaluation of all responsive tender will be made first on the basis of technical and commercial information furnished in the Form given in **Chapter-5**. The representatives of NBT shall have the authority to inspect the godown(s) and office(s) of any Bidder to adjudge the capability of his claim in executing the job. If it is felt that the Bidder does not have the capability to carry out the specified job, then in such an event, NBT reserves the right to reject the bid on technical grounds. The decision of NBT in this regard would be final and binding. **The date of opening of Financial bids of only those Bidder, whose technical bids are found to be in order as per the technical parameters set by NBT in Chapter-5, shall be conveyed to the successful bidders.**

It must be kept in view that the no decision will be given by the Bid(s) Evaluation Committee. Any inferences drawn during the meeting of this committee by the Bidders or their representatives will be their own view and NBT will not be responsible and will not abide by the same. The reasons for selection or rejection of a particular Bid will not be disclosed. **The award of work will be further subject to the specific terms and conditions of the contract given in Chapter - 3.**

11. **Communication of acceptance/right of acceptance:** The successful Bidder will be informed of the acceptance of his/her tender in writing. Necessary instructions regarding the amount and time provided for security deposit, if any, will be communicated.
12. **Performance Security:** The bidder shall submit the performance security to the value of **10% of the basic value of contract in the form of Demand Draft or through RTGS (as per details mentioned at page no.2) or alternatively in the form of Bank Guarantee to NBT within three days** from the date of receipt of initial work order after adjusting the amount of EMD already paid. The performance security can be forfeited by order of the NBT in the event of any breach or negligence or non-observance of any condition of contract or in case the fabrication is delayed beyond the period stipulated by NBT. The performance/security money so deposited along with the EMD will be retained till conclusion of the Fair and refunded along with balance 50% final payment **without any interest.**
13. **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, natural calamities, civil commotion, strikes, acts of terrorism, labour disputes, government or public authority's demands or requirements, etc.

14. **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 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; the NBT shall have the power to terminate the contract without previous notice.
15. **Breach of terms and conditions:** In case of breach of any of terms and conditions mentioned above, the Competent Authority of NBT will have the right to cancel the work order/job without assigning any reason therefore and nothing will be payable by NBT in that event and the security deposit shall also stand forfeited.
16. **Subletting of work:** The Contractor firm shall not assign or sublet the work/job to any other person or party. In such case, the NBT will impose penalty as it deems fit and such Bidders will be blacklisted/debarred from applying to any future bid/tender of the NBT.
17. **Arbitration:** If any difference arises concerning this contract, its interpretation or the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision. NBT shall reserve right to nominate sole Arbitrator. Such request shall be accompanied with a nominated 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 nominated 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 thereunder and in force shall be applicable to such proceedings.
18. The Bidder should enclose the copies of Registration of EPF and ESI with authorities.
19. **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 Courts within NCT of Delhi only will have jurisdiction to the exclusion of all other Courts.

CONDITIONS SPECIFIC TO THE CONTRACT

1. Acceptance of the Tender will be communicated to the Tenderers in writing within 15 days of the opening of the Financial Bid and the Work Order would be issued by **20 December 2019**.
2. After award of the contract, the Tenderers shall, at his own cost, set up an office with sufficient staff, near the NBT's Fair Office at the fair site to be manned round the clock **from 31 December 2019 to 3 January 2020** and with the facility of a telephone and other communication equipment, detail of which should be made available to NBT office. The Tenderers shall also deploy a team of representatives consisting of minimum 4 staff for carpet works, electric works, octonorm works and PA system works in each hall during the entire period of the fair who will report to Officer-In-Charge of the respective Halls.
3. Incomplete Bid(s) are liable to be rejected. It means Tenderers should quote for all items. If any item is missed or not quoted then its value will be considered as "ZERO" and the Tenderer(s) will have to provide that item/facility free of cost.
4. The quantities mentioned in the Schedule may be increased or reduced at the discretion of NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
5. When deemed necessary, NBT may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidders to change or cause any change in the rates or any part of the Bid(s). NBT may, if so desired, ask the Bidders to give presentation for the purposes of clarification of the Bid(s). All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Tenderers(s).
6. The Tenderers(s), in their own interest, is advised to inspect the site and see its physical condition before submitting Bid(s) at their own cost. If required, the leveling of the ground shall be done by the Bidders at his/her own cost.
7. NBT will open the Bid(s) in the presence of the Bidders or their authorized representative, 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 Bidder(s) would be handed over the site for construction of work **04 days before commencement of the Book Fair as per the requirement of work** and they should start the work immediately.
9. The successful Bidder(s) must complete the work satisfactorily **one day before the commencement of the Book Fair by 1.00 p.m.** and handover the Completion Certificate of each Hall to the Deputy Director (Exhibition) through respective Hall In-Charge appointed by NBT in writing. In case, no Completion Certificate for handing over of each Hall is given by the Contractor, NBT shall consider recommendation of the Hall In-Charges and Deputy Director (Exhibition) for invoking penalty, etc. for delay in work, if any.
10. The Contractor(s) shall engage technically qualified personnel in sufficient numbers for executing the work and NBT reserves its right to call for the details of staff so engaged by the Contractor.
11. The Performance Security amount shall, however, be liable to be forfeited and the Contractor will also be blacklisted from future work of NBT, in case the Contractor(s) fails to complete the job within the stipulated time **or** if the job is not done satisfactorily as per the specifications.
12. **Insurance:** It will be the responsibility of the Contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his own cost and submit the copy of such insurance policy documents to NBT at the time of handing over the constructed site after completion of work. He should take necessary precautions to safeguard against possible hazards/ accidents. NBT shall not be liable to pay any additional amount to the Tenderers in case of any accident/mis-happening and loss to the items/equipment/facility of the Tenderers in case no insurance cover is taken by the Tenderers for the items/facility provided.

13. The Contractor shall indemnify and keep NBT indemnified against all losses and claims for injuries or damage to any persons or any property whatsoever which may arise out of or in consequence of fabrication and maintenance of works and against all or in relation thereto.
 - 13.1 Before commencing execution of the work, the Tenderers shall, without in any way limiting his obligations and responsibilities under this condition, obtain and deposit with NBT, Bidder's "All Risk Policy" Insurance policy with the beneficiary as "National Book Trust, India", and also insure against any damage, loss or injury which may occur to any property or to any person (including any employee of NBT) by or arising out of carrying out of the Contract.
14. **Liquidated Damages: In case of failure to complete the job in time, NBT shall impose a penalty of Rs.10,000/- per hour apart from legal action, which NBT may deem fit. The Bidders may also be blacklisted for future work. In such a situation, NBT shall have the right to make alternate arrangement for completion of the work through some other Bidders of its choice. In that event, the Performance Security Deposit amount will also be forfeited.**
 - 14.1. **Both the parties agree that time is essence of the contract.**
15. Dismantling of the structures should begin only after written permission from the Officer-In-Charge. If it is done without prior permission and loss of any material or property, on the basis of complaint, if any, is brought to the notice of the Officer-In-Charge, the Contractor(s) will be liable to compensate to the value of loss thus incurred.
16. During the period of construction/equipment/fitting, the Contractor(s) shall have to make own arrangement for facilities at Book Fair Ground such as water, electricity, security etc.
17. The Contractor(s) should insure his inventory at his own cost. In the event of any accident during the execution of work or during the period of the Fair, the Contractor(s) shall not be entitled to any compensation or claim from NBT, India for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots or any other reason, whatsoever.
18. The Contractor(s) will be responsible for the up-keep and maintenance of the entire structure/equipment/fittings till the end of the Fair, for which no extra payment shall be made. Breakage and damages, if any, should immediately be replaced / repaired without any extra cost.
19. Bidders should ensure that all electrical equipment, P.A. systems installed are working in order. If there is a power failure at the time of inauguration/other programmes or if the P.A. system/mike/microphone/speaker does not work at the time of inauguration/other programmes due to any reason, then 20% of the amount of electrical bill shall be deducted as penalty. Hence, Bidders should take appropriate measures to avoid such situation.
20. 50% part payment of the total value quoted in the Financial Bid will be made to the Contractor(s) during the Fair, **subject to a physical verification done by the Officers of NBT**. The remaining 50% payment shall be made at the Headquarters along with EMD and Security **without any interest** on completion of Book Fair on production of the bill. In case, anything adverse about the Contractor or his work is received at Headquarters from the Project Coordinator/Officer-In-Charge of the Fair, then this 50% part payment can be reduced or even the entire amount can be withheld.
21. Income tax shall be deducted at source as applicable under the Rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be attached**, without which the Bid is liable to be rejected.
22. NBT reserves the right to accept or reject any /all Bid(s), and to annul the Bidding process at any time prior to the award of the contract, without thereby incurring any liability to the affected Bidders on the grounds of NBT's action.
23. NBT reserves the right to visit the Godowns of Bidder at any time before award of the job to assess the quality and quantity of the stock/material of the Bidder required for the Fair.
24. The Contractor(s) will not be allowed to sublet the work to any other contractor(s) for providing any component during the Fair. Likewise, no co-sharing of the job will be permitted. In such case, NBT will impose penalty as deemed fit and such Contractor(s) can be blacklisted for any future bidding process of the NBT.
25. The decision of NBT **with regard to all terms & conditions shall be final and binding.**
26. If, at any time during performance of the contract, the contractor(s) should encounter

conditions impeding timely execution of the work, he/she shall promptly notify NBT in writing of the fact of delay, its likely duration and its causes. As soon as practicable, after receipt of the Contractor's notice, NBT shall evaluate the situation and may at its discretion extend the Contractor's time for performance.

27. **On conclusion of the Fair, the stalls must be dismantled and the material removed by 11:59 p.m. on 12 January 2020.** This has to be ensured by the Contractor that the halls are cleared by the stipulated date and time otherwise the Contractor would be liable to pay all the penalty/rent as imposed by ITPO to NBT and such penalty shall be adjusted by NBT from the Contractor's final bill/Performance Security or through legal action, if required.
28. In the event of items not being in required quantities or specifications, 20% penalty of the quoted rates will be imposed by NBT.
29. The quality of material to be used for fabrication should conform to the approved model. Any deviation in quality will render the Tenderers liable to penalty as may be decided by NBT. The decision of NBT in this regard shall be final and binding on the Contractor.
30. All the furniture to be provided shall be without any defect and should be scratch-less and stainless. The frames of the furniture should be either wooden or of stainless steel only. The samples of the furniture should be got approved from the Officer In-Charge beforehand. In case of supply of sub-standard/defective material, furniture etc., the Officer In-Charge shall have the power to deduct/recover full amount of the respective items against the payments due to the Contractor.
31. **Validity of the Bid:** The bid submitted by the Bidder shall be valid for a minimum period of three months computed from the date of opening of the Financial Bid.

Acceptance Letter

(Should be typed on the Letterhead of the Tenderers)

Dated : _____

From

To

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

Sub.: Submission of Tender for designing and fabrication of Theme Pavilion entitled Gandhi: The Writers' Writer and Installation of complete Public Address System in Hall No.7-E at New Delhi World Book Fair-2020

Madam,

With reference to NBT's notice inviting tenders, I/We hereby offer to provide required services to National Book Trust, India. 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, India shall be final and binding on me/us.

As required, the Tender Fee and EMD vide Demand Draft Nos. (1) _____ (2) _____
Dated (1) _____ (2) _____ drawn on _____

_____ respectively in favour of National Book Trust, India 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 are submitted as under:

- 1. Registration Number of the Firm _____
- 2. GST 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.

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

[Signature of Bidder with stamp of the Firm]

TENDER FORM - I TECHNICAL INFORMATION AND UNDERTAKING

[Delete whichever of the following is not applicable before submitting the NIT or prepare a fresh format. Bidder may use separate sheet wherever required]

1. The tender document should be properly **indexed with page numbers**
2. Name of the Bidder/Firm: _____
3. Nature of the concern (i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector undertaking): _____
4. Present Address: _____
5. Permanent Address: _____
6. Earnest Money Amount: _____
7. DD No. & Date, Name of the bank/cash receipt no. of NBT, if deposited in cash: Receipt copy to be attached.
8. Whether each page of NIT and its Annexure has been signed and stamped: Y/N
9. Proposed date to start the work _____
10. **List of Major Customers** should be given on a separate sheet and proof of satisfactory execution of work.
11. **Proof of the last 03 consecutive years' turnover of the firm**, which should not be less than Rs.50.00 lakhs each continuously for the preceding three years should be enclosed.
12. Self-attested copy of the **Permanent Account Number (PAN)** should be enclosed.
13. Audited copies of authenticated **Financial Statement (Balance Sheet, Profit & Loss Statement, etc.) for the last 03 consecutive years** (2016-17, 2017-18 and 2018-19) should be enclosed.
14. Self-attested copy of the **Income Tax Return for last 03 consecutive years** (2016-17, 2017-18 and 2018-19) should be enclosed.
15. Self-attested copies of **Registration under GST Act and GST Return for last 01 Year** should be enclosed.
16. The firm should have the **experience of working with Central or State Government /Public Sector Undertaking, Autonomous bodies or of Govt. of India, State Govt. or National Level Professional Bodies in India or abroad of providing similar services for 4 years** on the closing date and having successfully completed work of similar nature and magnitude. Similar nature of work means – completed work in area of not less than 2,000 sq. mtr. each. **(Please Note that: It is mandatory to enclose copies of the Performance Certificates / Completion Certificates with the Technical Bid for the last 04 years. However, out of 04 years, at least 03 years Performance Certificates / Completion Certificates showing the work of minimum amount of Rs.50.00 lakhs done/executed in support of their claim are required to be enclosed with Technical Bid).**
17. The Bidders 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 Firm's letterhead stating that the Firm has engaged the services of Electrical Supervisor.**
18. The **Supply Order/work order** from the concerned Unit/Department should be submitted, in support of the experience.
19. Declaration in **Affidavit on Non Judicial Stamp Paper of ₹10/-** (in original) duly countersigned by Notary that the Bidder has not been banned or debarred or blacklisted by any Govt./Quasi Government Department , PSUs or Autonomous Organization is required to be enclosed **(Photocopy of the affidavit will not be accepted).**
20. Copies of registration with EPF and ESI authorities should be enclosed.
21. Personnel: Number of employees employed by the Firm with minimum qualification laid down:
 - a) Technical
 - b) Non-technical

22. Duly filled up Acceptance Letter (Chapter-4) should be enclosed with the Tender document.
23. **Specimen Signature, Name, Address, Contact No., designation/capacity** of the authorized person signing the tender document on Letterhead.
24. Any other information important in the opinion of the Bidder.

(Signature of Bidder 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 NBT and shall abide by them.
2. I/We have seen the 'Sample Stall' and its specifications of the required standards and shall execute the work according to the given specification/standards.
3. I/We further undertake that all the information given in this tender are true and correct in all respects and I/We hold the responsibility for the same.

(Signature of the Bidder with stamp of the firm)

Date : _____

Place: _____

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

Sl. No.	Particular(s)	Yes	No	Page Nos.
TECHNICAL BID				
1.	Tender document is properly indexed with page numbers			
2.	Name of the Bidder/Firm is mentioned			
3.	Nature of concern			
4.	Present Address			
5.	Permanent Address			
6.	Earnest Money Deposit (EMD)			
7.	Each page of NIT and its Annexure are signed and stamped			
8.	List of Major Customers is given on a separate sheet and proof of satisfactory execution of the work			
9.	Proof of last three consecutive years' turnover of the firm (minimum Rs.50.00 lakhs turnover for each year)			
10.	Self-attested copy of PAN Card			
11.	Audited copies of authenticated balance sheet for last 03 consecutive years (2016-17, 2017-18 and 2018-19)			
12.	Self-attested copy of the Income Tax Return for last 03 consecutive years (2016-17, 2017-18 and 2018-19)			
13.	Self-attested copies of Registration under GST Act and GST Return for last 01 Year should be enclosed.			
14.	Experience of working with Central or State Government/Public Sector Undertaking, Autonomous bodies or of Govt. of India, State Govt. or National Level Professional Bodies in India or abroad of providing similar services for last 04 consecutive years. (Please Note that: It is mandatory to enclose the copies of the Performance Certificates / Completion Certificates with the Technical Bid for the last 04 years. However, out of 04 years, at least 03 years Performance Certificates / Completion Certificates showing the work of minimum amount of Rs.50.00 lakhs done/executed in support of their claim are required to be enclosed with Technical Bid).			
15.	Copy of license of Electrical Supervisor and the undertaking on Company's letterhead			
16.	Declaration in Affidavit on non-judicial stamp paper of Rs.10/-			
17.	Copies of Registration with EPF and ESI authorities should be enclosed.			
18.	Personnel: Number of employees employed by Tenderers in his company with minimum qualification: Technical/Non-technical			
19.	Duly filled up Acceptance Letter (Chapter-4) should be enclosed with the Tender document			
20.	Specimen signature, name, address, contact No., designation/ capacity of the authorized person signing the tender document on Letterhead			
FINANCIAL BID				
1	Rates are quoted in Chapter-7(A) of Tender Form-II (Financial Bid) – Specification of Work/Bill of Quantity			

NOTE :- The Tenderers, who do not fulfill and submit the above documents will not be considered and will be liable for rejection of their bids

NOTE:- The specifications of the Theme entitled “Gandhi: The Writers’ Writer” for quoting the rates in the Annexure-1 of the Tender shall be available at NBT’s website soon and also sent through e-mails.

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070

ANNEXURE-I

New Delhi World Book Fair (4 – 12 January 2020)

**QUOTATIONS FOR DESIGNING AND FABRICATION OF
THEME PAVILION ENTITLED “GANDHI: THE WRITERS’ WRITER” IN HALL-7E**

OVERALL REQUIREMENTS

No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	Medium Quality Carpet to be Applied directly on the entire Hall Floor(As Per the colour scheme provided) (Ref. Image 1) Providing & laying on hire basis a brand new laminated printed carpet, non-wooven needle punch carpet of genuine fibre minimum overall weight 1000 gm/sgm (±) 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-in-charge. (Colour will be informed at the time of issuing work order).	615	sq. meters		
2	Wall Cladding of Khadi Tana Bana/ Vertically Aligned on 50mm thick wood frame/mdf supports surrounding the partition height of 15ft X peripheral Length of the cloth will vary(Double in certain areas) as per design(Ref. Drawing No. 11) (Reference Image No.10). The range of fabric cost per meter would be ₹60-₹150	380	sq. meters		
3	Planters different varieties	30	nos.		
4	Partition sticks and ropes alongside planter created on an 300 mm raised platform created out of wood or mdf. (Ref Drawing No. 7)	2	sets		

Zone A - Writer's Writer (Theme Presentation)					
No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	300 mm Raised Platform created from plywood/mdf with necessary structure to support and fix partition wall and glass panels (Ref. Drawing No.3)	2	set		
2	Partition Wall 50mm thick structure with MDF cladding on both sides of size with roller paint finish on non-printed surface with dummy books created form MDF(making it look like 2.5D) and pasted on the wall(Ref. Drawing No.3)	2	set		
3	10 mm glass panels of L-350 X H-1500 mm (Ref Drawing No.3)	5	nos.		
4	10 mm glass panels of L-350 X H-1200 mm (Ref. Drawing No.3)	5	nos.		

5	Digital Print on Vinyl partition wall 2 units and wall cladding (Ref Drawing No.3, 6)	8	sq. meters		
6	Digital Print on Vinyl on glass panel which provides clear readability(Ref. Drawing No.3)	0.12	sq. meters		
7	Single LED Screen 3 X 2.5 meter (4.8 outdoor quality) with proper support structure	1	nos.		
8	100 mm raised platform created from 19 mm plywood with proper support at entire zone A for electrical cabling, support of structure	95	Sq. meters		

Zone B Book Display (Category 1-7)

No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	Book Shelf Type 1(Open Book) created from 19 & 12 mm plywood sheets. Shelves will have roller paint finish(as per colour scheme) with proper structure support/anchoring (Ref. Drawing No.1)	6	nos.		
2	Book Shelf Type 2(Triangular) created from 25, 19 & 12 mm plywood sheets. Shelves will have roller paint finish. With proper structure support/anchoring(as per colour scheme) (Ref Drawing No.2)	2	nos.		
3	Digital Print on Vinyl behind Book Shelf clearly pasted around the seams and spine Type 1 (6 X 2 books sides)(Ref Drawing 1)	6	sets		
4	Installation on wall with a 2.5D created on MDF created as a mural of 150 years of Gandhi (Reference Image No.7)	1	sets		
5	100 mm raised platform created from 19 mm plywood with proper support at entire zone A for electrical cabling, support of structure	110	Sq. meters.		

Zone C Author's Corner (with Stage)

No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	300mm Raised Platform with better quality engineering wood floor as per the colour scheme (Ref. Drawing No.5)	20	sq. meter		
2	Background To Stage partition wall structure 50mm thick with MDF cladding having necessary support for mounting LED Screen roller paint on non-digital print area (Ref. Drawing No.5)	31	sq. meter		
3	Digital Print on Vinyl on front elevation. (Reference Drawing no. 5)	21	sq. meter		
4	Single Screen LED 3m X2.5m (4.8 outdoor quality) with proper back support	1	nos.		
5	Three Seat Couch (rented based on based on the colour scheme and availability) (Ref Image No.3)	1	nos.		
6	Single Seater Couch (rented based on based on the color scheme)(Ref. Image No. 3)	2	nos.		
7	Audience Chair with covers (As per the color scheme)(Ref. Image No. 2)	58	nos.		
8	Center table for the stage (Ref. Image No. 5)	1	nos.		

Zone D Book Display					
No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	Book Shelf Type 1(Open Book) created from 19 & 12 mm plywood sheets. Shelves will have roller paint finish(as per colour schme) with proper structure support/anchoring(Ref. Drawing No.1)	4	nos.		
2	Book Shelf Type 2(Triangular) created from 19 & 12 mm plywood sheets. Shelves will have roller paint finish. With proper structure support/anchoring(as per colour schme) (Ref Drawing No.2)	1	nos.		
3	Digital Print on Vinyl behind Book Shelf type 1 clearly pasted around the seams and spine (4 X 2 books sides)(Ref Drawing 1)	4	sets		
4	Poster frame of an Mild Steel pipe section (Ref. Drawing No.9)	12	meters		
5	Digital Printed Backlit Acrylic panels with MS frame structure and mounted on the wall (Ref Drawing No 9)	6	nos.		
6	100 mm raised platform created from 19 mm plywood with proper support at entire zone A for electrical cabling, support of structure	96	Sq. meters		

Zone E Centre Display					
No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	Central Display Structure created with acrylic box for Display Items such as Charkha, Glasses, Khadau, Bhagwat Geeta and pocket Watch)(Ref Drawing No.4)	1	nos.		
2	300mm raised platform structure to support glass structure (Ref Drawing No.4)		set		
3	M.S. pipe frame structure in suitable gage to take the weight of fabric banners. Structure should be safely reinforced and suspended from the overhead truss structure (Ref. Drawing No12.)	1	set		
4	Fabric Banners, suspended from circular structure with screen printing on both sides of the fabric (Ref. Per Drawing No.12). The range of fabric cost per meter would be ₹130-₹200	30	sq. meters		
5	MS Pipe with wood endcaps to give weight to the fabric banners with oil paint finish	24	set		
6	Overhead Truss Structure for mounting of lights and metal structure with banners, of size as required, suspended with rigging from exhibition hall ceiling structure (Ref. Dwg No.12)	1	set		
7	Display Items				
	Charkha (Ref Image No.8) approx 3 feet long	1	nos.		
	Pocket Watch (Ref Image No.9) as per actual object scale	1	nos.		
	Glasses (Ref Image No.11) as per actual object scale	1	nos.		
	Khadau (Ref Image No.12) as per actual object scale	1	nos.		
	Bhagwat Geeta (Ref Image No.13) as per actual object scale	1	nos.		

Zone F Entrance Gateways from Foyer					
No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	Entrance gate with MDF clad structure (with necessary internal metal reinforcement for the safety of the structure) with roller paint on non digital print area. There will be CNC cutout in MDF of Gandhi backlit with an acrylic sandwich panel (Ref. drawing no.8) Decretive bidding patti o the gateway	1	set		
2	Poster frame of an Mild Steel pipe section (Ref. Drawing No.8)	12	meters		
3	Digital Printed Backlit Acrylic (Ref. Drawing No.8)	12	meters		
4	Acrylic letters side lit letters on the front gate. (Reference image No14.)	1	set		
5	Digital Print on Canvas (for the front elevation)	3	sq. meters		
6	Mural in a glass box. 19mm plywood box on a 300mm raised platform with installation of dummy books made from MDF in different layers cut-out of bapu covered in a glass box (Ref Drawing No. 13)(Refrence Image No.6)	1	nos.		
7	Entrance on infovisual of CNC cut MDF of Bapu with back lit acylic and cut out letters of MDF and colored as per art work	1	set		
8	Provision of Service Gate for service area	2	Nos.		

ENTRANCE FROM SIDE					
No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	Entrance gate with MDF clad structure (with necessary internal metal reinforcement for the safety of the structure) with roller paint on non-digital print area. There will be CNC cut-out in MDF of Gandhi backlit with an acrylic sandwich panel (Ref. drawing no.9) Decretive bidding patti o the gateway	1	set		
2	Poster frame of an Mild Steel pipe section (Ref. Drawing No.9)	12	meters		
3	Digital Printed Backlit Acrylic (Ref. Drawing No.9)	12	meters		
4	Acrylic letters side lit letters on the front gate. (Reference Drawing No.)				
5	Digital Print on Canvas (for the front elevation)	3	sq. meters		
6	Provision of Service Gate for service area	2	Nos.		

AUDIO For Author's corner and Overall					
No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	Audio Speakers at Authors Corner	4	nos.		
2	Speakers for the Stall	4	nos.		
3	Lapel Microphone	6	nos.		
4	Wireless Microphone	6	nos.		
5	Audio Mixing Equipment	1	set		
6	Cabling for the speakers	as per requirement			

LIGHTING AND ELECTRONICS					
No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	Color LED flood lights / spotlights from overhead struss/gateway for entrance wall, theme installation (banners) and author's stage. As per site requirement	1	No.		
2	LED spot light on extension rod for the book display units and illustrators display units.	150	sets		
3	Niche and up lighting of both the gateway structures. Front and back. As per requirement	1	No.		
4	Recessed LED and spot lights for Mahatma Gandhi installation inside and outside as per requirement	1	No.		
5	LED floodlight for overall area as per requirement.	15			
6	T stand stage light for authors corner	2	set		
7	Supply and laying of electrical cabling, sockets and DB as per pavilion design.	as per requirement			
Note: The quantity of lights shown in the Pavilion Lighting Plan (Ref 19 Drawg) is indicative and should be finalised as per site requirement.					

OTHER CHARGES					
No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	Rigging Set-Up charges for the truss structure		set		
2	Assembling, Dismantlement and Transport				
3	Project Management Charges				
4	All day Technical In-charge operators of light and audio				
	Total				

FURNITURE					
No.	Scope Of Work	Quantity	Units	Unit Price	Amount
1	2 Seater Sofas with 4 centre tables 12 chairs, 3 sets (for VIP special sofas, centre table and chairs (1 set each for Office/Meeting area.		set		
2	3 seater sofas with 2 centre table 8 chairs, 3 sets (for VIP special sofas, centre table and chairs (1 set each) for Office area				
3	New Brand Almira (Big)	2	Nos.		
4	Visitors Chairs (White)	10	Nos.		
5	Dustbin	02	Nos.		

6	Octonorm Tables	04	Nos.		
7	Power Points	02	Nos.		
	Total				

(*) NOTE: GST will be paid extra as per applicable rates.

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

Signature: _____

Name: _____

Address: _____

PAN: _____

Date: _____

Place: _____