



NATIONAL BOOK TRUST, INDIA

Nehru Bhawan, 5, Institutional Areal, Phase-II

Vasant Kunj, New Delhi – 110 070

Phone: 91-11-26707700, Fax: 91-11-26121883

Email: office.nbt@nic.in

www.nbtindia.gov.in

Ref.: CC/17-18/NDWBF-18/Hiring/Projector/

Dated: 15.12.2017

The National Book Trust, India an apex body, established by Government of India in the year 1957 to develop reading habits and creation of book culture in the Country invites sealed re-tender for hiring of **Plasma, Projector, Camera and other equipment** for **New Delhi World Book Fair-2018** to be held from **06th January to 14th January 2018** at **Pragati Maidan**. Details of such equipments and their quantities are provided at **Annexure-I** of this tender document.

You may kindly submit your sealed technical & financial 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 **December 22nd, 2017 – 11:00 hrs.** The bid should conform to all the instructions as provided in **Annexure II** of this tender document.

Yours faithfully,

(Karun Kumar)

Assistant Director (Admin)

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 five 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 GST 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 New Delhi World Book Fair-2018**", 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 **December 22nd, 2017 – 11:00 hrs** . Bids shall be opened on the same working day at **11:30hrs** 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. Equipments are to be commissioned on turnkey basis from **6th January to 14th January 2018**. (Both days inclusive).
19. Installations in full operational form of all equipments should be completed latest by **January 5th, 2017 – 15:00 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 and **equipment should not be more than one year old and must be in very good condition.** 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.
30. Before award of the contract the successful Tenderer will be required to deposit as **Performance Security (refundable) a sum equal to 5% of the value of the contract**, after adjustment of Earnest Money Deposit only in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at Delhi. The Security Money deposited by the successful Tenderer will be retained till satisfactory completion of the supplies.
31. If, at any time during performance of the contract, the Contractor encounters conditions impeding timely execution of the work, he shall promptly notify NBT,

in writing of the fact of delay, its likely duration and its cause(s). As soon as practicable, after receipt of the Contractor's notice, NBT shall evaluate the situation and may at its discretion extend the time for completion.

32. If the bulk supplied is not as per NBT specifications in terms of material and quality, the Performance Security Deposit alongwith full payment due against bill(s) will be forfeited. Besides, the firm will be blacklisted for future.

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) with Laptop and USB (With Operator)	2		
02	LCD Data Projector with Projection Screen 5000 Lumens (4' x 6' screen) with Laptop and USB (With Operator)	1		
03	Plasma Screen 42" inch with Floor Stand having port for attaching DVD Player and USB with Laptop	2		
04	Screen Covering Charges for LCD in case installation outside the Hall	1		
05	DVD Player	1		
Total (Rs.)				
Additional Item				
01	Wall Screen size (12 X 8) with Stand, Operator, Laptop and wire	2		

Total Cost (In words): _____

GST No.: _____ PAN No.: _____

Earnest Money Details: _____

Name of the Firm: _____

Address & Telephone No.: _____

Authorised Signatory :

Name:

Date :

Place :

Seal :