



राष्ट्रीय पुस्तक त्रुस्ट, भारत
विज्ञान मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070
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File No.2-9/NDWBF/2022/Exh.
26th November 2021

NOTICE INVITING TENDER

National Book Trust, India invites sealed bids for the following jobs at ITPO at Pragati Maidan for New Delhi World Book Fair-2022 (8-16 January 2022)

Preparation for designing and supply / fixing flex Banners of different sizes and colours, preparation and fixing of signboards, thematic display boards, list of participants hall-wise, fascia, graphic panels, and enclosures for book launching functions etc. in and outside Pragati Maidan for New Delhi World Book Fair-2022 (8-16 January 2022) on hire basis.

Details of Tender document are enclosed from Page No.2 to Page No.17.

(15) [Signature]



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INDEX

| Sl. No. | PARTICULAR(S) | PAGE Nos. |
|---------|---|-----------|
| 1. | Chapter – 1 (Notice Inviting Tender) | 3 – 5 |
| 2. | Chapter – 2 (General Terms & Conditions) | 6 – 8 |
| 3. | Chapter – 3 (Conditions specific to the contract) | 9 – 11 |
| 4. | Chapter – 4 (Acceptance Letter) | 12 |
| 5. | Chapter – 5 (Technical Bid - Technical Information and Undertaking) & Checklist | 13 – 15 |
| 6. | Chapter – 6 (Financial Bid) – Specification of Work/Bill of Quantity | 16 – 17 |



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
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Chapter – 1

NOTICE INVITING TENDER

Subject : Preparation for designing and supply / fixing flex Banners of different sizes and colours, preparation and fixing of signboards, thematic display boards, list of participants hall-wise, fascia, graphic panels, and enclosures for book launching functions etc. in and outside Pragati Maidan for New Delhi World Book Fair-2022 (8-16 January 2022) on hire basis

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 preparation for designing and supply / fixing flex Banners of different sizes and colours, preparation and fixing of signboards, thematic display boards, list of participants hall-wise, fascia, graphic panels, and enclosures for book launching functions etc. in and outside Pragati Maidan for New Delhi World Book Fair-2022 (8-16 January 2022) on hire basis from eligible contractors having minimum experience of 03 years with Central or State Government or Public Sector Undertakings/Autonomous bodies of Govt. of India or National level professional Bodies in India or abroad of providing similar services with annual turnover of Rs.25.00 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 26 November to 09 December 2021** (except Saturday, Sundays and Gazetted Holidays) **till 5:00 p.m.** on payment of **Rs.590/- inclusive of GST @ 18% (Rs.500 + Rs.90/-) (Rupees Five Hundred & Ninety only) (Non-Refundable)** in the form of RTGS/NEFT (as per details mentioned at Page No.4) / demand draft favouring **National Book Trust, India, payable at New Delhi from the Office of Manager (Sales & Marketing)/ Exhibition, National Book Trust, India. The Tender Form can also be downloaded from NBT website: www.nbtindia.gov.in, www.eprocurement.gov.in.**
3. Tender for preparation for designing and supply / fixing flex Banners of different sizes and colours, preparation and fixing of signboards, thematic display boards, list of participants hall-wise, fascia, graphic panels, and enclosures for book launching functions etc. in and outside Pragati Maidan for New Delhi World Book Fair-2022 (8-16 January 2022) on hire basis 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.
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 preparation for designing and supply / fixing flex Banners of different sizes and colours, preparation and fixing of signboards, thematic display boards, list of participants hall-wise, fascia, graphic panels, and enclosures for book launching functions etc. in and outside Pragati Maidan for New Delhi World Book Fair-2022 (8-16 January 2022) on hire basis. **The tenders will be received by 9th DEcember 2021 till 11:00 a.m.** in the Office of Manager (S&M)/Exhibition, NBT, India or can 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.

5. **The Technical Bid shall be opened on 9th December 2021 at 11:30 a.m.** in the presence of the Contractors 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 Financial bids of those Bidders, whose technical bids are acceptable to NBT, shall alone be opened and the decision of NBT in this regard shall be final and binding. **The date of opening of Financial Bids shall be conveyed to the successful bidder(s), who qualify in the Technical Bid(s).**

6. **Schedule of Tender.**

| Sl. No. | Tender Schedule | Date and time |
|---------|----------------------------------|--------------------------------|
| 1 | Date of issue of Tender document | 26 November 2021 at 11:00 a.m. |
| 2 | Last Date for submission of Bids | 09 December 2021 at 11:00 a.m. |
| 3 | Date of Pre-Bid Meeting | 01 December 2021 at 11:00 a.m. |
| 4 | Date of opening of Technical Bid | 09 December 2021 at 11:30 a.m. |
| 5 | Earnest Money | Rs.25,000 |

7. The Bidders 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.25,000 is 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/NEFT 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. Bidder shall not be permitted to withdraw their offer or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money and Performance Security, will be forfeited by NBT. Besides this, the Bidder will also be liable to be debarred/blacklisted from participating in the tendering process of 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.
- 8.3. **Only those parties, who have asset/infrastructure to complete the job, are requested to apply. The infrastructure facilities are subject to verification by the Trust before awarding the work.** NBT reserves the right to pre-inspect the provided/installed items at site and if not found in good physical condition may discard or reject without assigning any reason thereon.
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 any of the partners in a joint venture or any one of the members of the consortium participates 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 Tenders including cost of preparation for the purpose of clarification of the Tender, if so desired by NBT. 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 is not bound 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 Bidders 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 publishing document on website. If the Contractor 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 work award offer letter for 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/Contractors 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/Corrigendum to Tendered documents to clarify, amend, modify and supplement or delete any of the conditions, clause or items stated therein. Each Addendum/Corrigendum shall form a part of the original invitation to Tender.
18. **The Director, NBT, reserves the right to accept/reject any or all the tenders without assigning any reason.**

Yours faithfully,

Manager (S&M)/ 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, nbtexhibition1@gmail.com

GENERAL TERMS AND CONDITIONS

1. **Parties**: The parties to the contract are the Bidders, 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 Bidders 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. **Bidders**: 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 Bidders.
 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 signature on each page. Signature will indicate acceptance of the Tender terms by the Bidders. NBT reserves the right to summarily reject a bid where the /tender documents 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 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 Bidders should sign and affix his/her firm's stamp at each page of the Bid(s) and all its Annexures 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 Bidders 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 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 Tender document, the evaluation of all responsive tenders 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 the 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 Bidders, whose technical bids are found to be in order as per the technical parameters set by NBT at 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(s) 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 equal to 3% of the basic value of contract in the form of Demand Draft or through RTGS/NEFT (as per details mentioned at page No.4) to NBT within three days from the date of issue of offer letter for contract. **The final Work Order will be issued only after the Performance Security Money is submitted by the successful Bidder.** The Performance Security will be forfeited by NBT in the event of 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 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; 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 thereof and nothing will be payable by NBT in that event and the Earnest Money Deposit and Performance Security shall also stand forfeited. Besides this, the Bidder will also be liable to be debarred/blacklisted from participating in the tendering process of NBT in future, and/or be fined.
16. **Subletting of work:** The Contractor shall not assign or sublet the work/job to any other person or party. In such case, NBT will impose penalty as it deems fit and such Contractor(s) will be blacklisted/debarred from applying to any future bid/Tender of 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 and the rules framed thereunder and in force shall be applicable to such proceedings.
18. **The guidelines of DDMA (Delhi Disaster Management Authority) / MHA (Ministry of Home Affairs) are mandatory considering the COVID-19.**
19. Details of personnel on Company's letterhead should be enclosed: Total 03 Number of employees employed by the Firm in his company with minimum qualification: Technical-01 / Non-technical-02 should be available in the NBT Camp Office during the set-up period and the Fair period.
20. The Contractor should enclose copies of registration with EPF and ESI authorities.
21. Specimen signature, name, address, contact numbers, designation/capacity of the authorized person signing the tender document should be enclosed on Company's letterhead with the Technical Bid.
22. **Legal jurisdiction:** The agreement 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.
23. **The Director, NBT, reserves the right to accept/reject any or all the tenders without assigning any reason.**



CONDITIONS SPECIFIC TO THE CONTRACT

1. Acceptance of the Tender will be communicated to the Contractor in writing within 15 days of the opening of the Financial Bids and the Work Order would be issued by **15 December 2021**.
2. After award of the contract, the Contractor 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 5 to 7 January 2022** and with the facility of a telephone and other communication equipment, detail of which should be made available to NBT office. The Contractor shall also deploy a team of representatives consisting of minimum 02 staff for any work during the entire period of the Fair who will report to Officer-In-Charge of the Exhibition.
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 Bidders 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 the 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 Bidders.
6. The Bidders, in their own interest, are advised to inspect the site and see its physical condition before submitting Bid(s) at their own cost. If required, 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 representatives, 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 **03 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 4.00 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. Performance Security amount shall 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(s) 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 Contractor in case of any accident/mis-happening and loss to the items/equipment/facility of the Contractor in case no insurance cover is taken by the Contractor during the NDWBF. In case of Contractor did take/ not take the insurance cover, NBT, India shall not be liable for any loss/damage/hazard/accident/claim happens during the NDWBF in any case.
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.



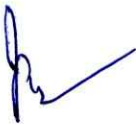
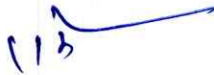
- 13.1 Before commencing execution of the work, the Contractor shall, without in any way limiting his obligations and responsibilities under this condition, obtain and deposit with NBT, Contractor's "All Risk Policy" Insurance policy with the beneficiary as "National Book Trust, India", and also insure 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.5,000 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.**
Considering the above fact, both the parties agree that timely completion 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 Bidders 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 Bidders 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. 50% part payment of the total value quoted in the Financial Bid will be made to the Contractor(s) during the Fair, **after the physical verification done by the Officers of NBT.** The balance payment shall be made at the Headquarters along with Performance Security **without any interest** on successful completion of Book Fair on production of the bill. If any deficiency/shortcoming noticed on account of contractor's obligations during the fair as reported by Hall In-Charge/Project In-Charge, the consequential penalty will be imposed during the final settlement of bill(s).
20. Income tax and TDS under GST 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.
21. **Permanent Account Number (PAN) and GST Number together with NBT's GST must be printed on Party's Bill/Invoice while submitting for release of payment.**
22. NBT reserves the right to accept or reject any or 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 any 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 Bidders will not be allowed to sublet the work to any other Bidders 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 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 Bidders 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 16 January 2022.** 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 on the total billed amount will be imposed by NBT.
29. The quality of material to be used for preparation of flex banners, fixing of signboards, etc. should conform to the approved designs. Any deviation in quality will render the contractor 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. **Validity of the Bid:** The bid submitted by the Bidders shall be valid for a minimum period of three months from the date of publishing/releasing advertisements on the Portal.
31. **The Director, NBT, reserves the right to accept/reject any or all the tenders without assigning any reason.**

PLEASE NOTE:

All equipments/materials being carried at the fair site for use in the Book Fair should be well sanitized.

113



Acceptance Letter

(Should be typed on the Letterhead of the Contractor)

Dated : _____

From

To

The Director,
National Book Trust, India
New Delhi – 110 070**Sub.: Preparation for designing and supply / fixing flex Banners of different sizes and colours, preparation and fixing of signboards, thematic display boards, list of participants hall-wise, fascia, graphic panels, and enclosures for book launching functions etc. in and outside Pragati Maidan for New Delhi World Book Fair-2022 (8-16 January 2022) on hire basis**

Sir,

With reference to NBT's Notice Inviting Tender (NIT), 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./NEFT/Online payment Ref. (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)

(Signature of Tenderer with Office Seal)

TECHNICAL BID

[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. Contract Details
 - a) Name of Authorized Person: _____
 - b) Mobile No.: _____
 - c) Landline No.: _____
 - d) E-mail: _____
7. Earnest Money Amount: _____, Tender Fee: _____
8. DD No. & Date, Name of the bank/RTGS/NEFT details: _____
9. Whether each page of NIT and its Annexure has been signed and stamped: Yes/No
10. **List of Major Customers** should be given on letterhead of the firm/company and proof of satisfactory execution of work.
11. **Certified/audited copy of Financial showing average turnover of Rs.20.00 lakhs or more** for three Financial Years i.e. 2017-18, 2018-19 and 2019-20.
12. Self-attested copy of the **Permanent Account Number (PAN)** should be enclosed.
13. Audited copies of **Balance Sheet, Profit & Loss Account, etc. for the 03 Financial Year: 2017-18, 2018-19 and 2019-20** should be enclosed.
14. Self-attested copy of the **Income Tax Returns for the 03 Financial Year: 2017-18, 2018-19 and 2019-20** should be enclosed.
15. Self-attested copies of **Registration under GST Act and GST Return for current quarter (2021-22) (Form 3B & GSTR 1, etc.)** should be enclosed.
16. The firm should have the **experience of working with Central or State Government /Public Sector Undertaking, Autonomous bodies of Govt. of India for providing similar services for 3 years** on the closing date and having successfully completed at least three works with value of Rs.05.00 lakh or more of each previous contract. The Bidder must have experience of completion of at least three works during three years (Financial Year 2017-18, 2018-19 and 2019-20) **(Please Note that: It is mandatory that copies of the Performance Certificates / Completion Certificates with the Technical Bid for the last 03 years showing the work done/executed in each year should be enclosed in support of their claim with Technical Bid).**
17. The **Work Order** from the concerned Department should be submitted, in support of the experience.
18. Declaration in **Affidavit on Non Judicial Stamp Paper of Rs.100/- (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 and there is no vigilance / departmental enquiry contemplated or initiated against them, is required to be enclosed **(Photocopy of the affidavit will not be accepted).**
19. Duly filled up Acceptance Letter (Chapter-4) should be enclosed with the Tender document.
20. Any other information important in the opinion of the Bidder.

(Signature of Bidder with stamp of the firm)

Date : _____

Place: _____

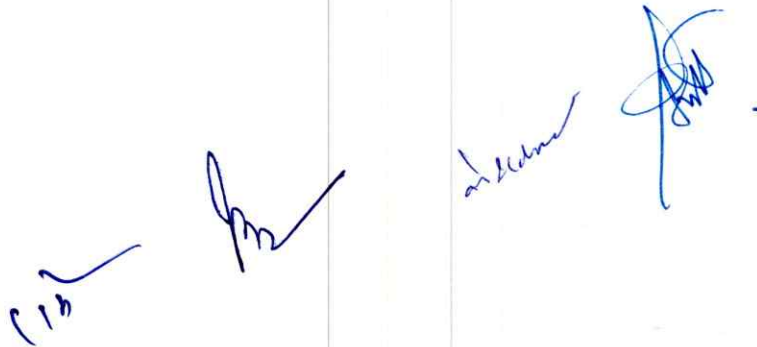
UNDERTAKING

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 designs 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: _____

Three handwritten signatures in blue ink are visible. The first signature on the left is a cursive 'C' followed by some illegible characters. The second signature in the middle is a stylized 'J' followed by a checkmark-like stroke. The third signature on the right is a more complex cursive signature.

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 is mentioned | | | |
| 3. | Nature of 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 Deposit (EMD) & Tender Fee | | | |
| 7. | Each page of Notice Inviting Tender and its Annexures are signed and stamped | | | |
| 8. | List of Major Customers is given on a separate sheet along with proof of satisfactory execution of work | | | |
| 9. | Certified copy of Financial showing average turnover of Rs.20.00 lakhs or more for three Financial Years i.e. 2017-18, 2018-19 and 2019-20. | | | |
| 10. | Self-attested copy of PAN Card | | | |
| 11. | Certified copies of Balance Sheet and Profit and Loss Account for last 03 consecutive years (Financial Years: 2017-18, 2018-19 and 2019-20) | | | |
| 12. | Self-attested copy of Income Tax Returns for the last 03 consecutive years (Financial Years: 2017-18, 2018-19 and 2019-20) | | | |
| 13. | Self-attested copies of registration under GST Act and GST Return for the latest quarter (2021-22) (Form 3B & GSTR 1, etc.) should be enclosed. | | | |
| 14. | The firm should have the experience of working with Central or State Government /Public Sector Undertaking, Autonomous bodies of Govt. of India for providing similar services for 3 years on the closing date and having successfully completed at least three works with value of Rs.05.00 lakh or more of each previous contract. The Bidder must have experience of completion of at least three works during three years (Financial Year 2017-18, 2018-19 and 2019-20) (Please Note that: It is mandatory that copies of the Performance Certificates / Completion Certificates with the Technical Bid for the last 03 years showing the work done/executed in each year should be enclosed in support of their claim with Technical Bid). | | | |
| 15. | Declaration in Affidavit on Non Judicial Stamp Paper of Rs.100/- (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). | | | |
| 16. | Duly filled up Acceptance Letter (Chapter-4) should be enclosed with the Tender document | | | |
| FINANCIAL BID | | | | |
| 1 | Rates are quoted in Chapter-6 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

**** Any Bidder having required experience/turnover during the Financial Year 2020-21 may also be considered**

(Signature of Tenderer with Office Seal)

Page 15

TENDER FORM-II (FINANCIAL BID) – SPECIFICATION OF WORK/BILL OF QUANTITY**NEW DELHI WORLD BOOK FAIR
8-16 JANUARY 2022, PRAGATI MAIDAN, NEW DELHI**

PREPARATION FOR DESIGNING AND SUPPLY / FIXING FLEX BANNERS OF DIFFERENT SIZES AND COLOURS, PREPARATION AND FIXING OF SIGNBOARDS, THEMATIC DISPLAY BOARDS, LIST OF PARTICIPANTS HALL-WISE, FASCIA, GRAPHIC PANELS, AND ENCLOSURES FOR BOOK LAUNCHING FUNCTIONS ETC. IN AND OUTSIDE PRAGATI MAIDAN FOR NEW DELHI WORLD BOOK FAIR-2022 (8-16 JANUARY 2022) ON HIRE BASIS

| Sl. No. | Description | Approx quantity required | Rate (per sq. ft.) (Rs.) | Total (Rs.) |
|-------------------------------|--|--------------------------|--------------------------|-------------|
| 1. | Flex (13oz flex with DPI solvent print) | | | |
| | a) Normal Flex with Frame (1" sq. MS Pipe) and mounting | 50,000 ft. | | |
| | b) Blackback Flex with Frame (1" sq. MS Pipe) and Mounting | 50,000 ft. | | |
| | c) Normal Flex | 3,000 sq ft | | |
| | d) Flex digital printing (Backlit-Tube-light / LED light with Box Frame & Fixing) | 4,000 sq.ft. | | |
| 2 | Digital Vinyl/solvent sticker colour print with mountings on sunboard | 1,500 sq ft | | |
| 3 | Digital Vinyl/solvent sticker print without mountings on sunboard | 4,000 sq.ft. | | |
| 4 | Buntings & Graphic Panels one colour (Screen print on Flex with motif) 1mtr. x 4mtr. | 100 Nos. | | |
| 5 | Buntings & Graphic Panels (Design Motif print on flex) | 2,000 sq.ft. | | |
| Total Amount | | | | |
| Total Amount in Words: | | | | |

(*) NOTE: The amounts is inclusive of all the cost/expenses except GST. GST will be payable extra as per applicable rates.

PLEASE NOTE: All branding items should be fixed (using nut & bolt for fixing) in the new structure corridors and in and outside new Halls as per guidelines of ITPO. In case of any damages to the structure, the penalty would be borne by the party only as per guidelines of ITPO.

NOTE: A successful Bidder has to provide a Graphic Artist with Laptop OR similar in the office of the Art Cell of NBT, who will give the final artworks of thematic Fascia display materials of NDWBF 2022 as per the approved layout provided by Art Cell of NBT in soft and hard copy (Pen Drive) as per the requirement of Exhibition Section.

Item as indicated above are subject to change.

(Signature of Tenderer with Office Seal)

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 further undertake that 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: _____

(1b) 