



राष्ट्रीय पुस्तक न्यास, भारत
विद्या मन्त्रालय, 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
website: www.nbtindia.gov.in, E-mail: nbtexhibition@gmail.com,
nbtexhibition1@gmail.com, Phone: 011-26707780, 781, 788

File No.2-3/NDWBF/2022/Exh.

26th November 2021

NOTICE INVITING TENDER

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

- A) Fabrication of Stalls & Bare Space using Octonorm system, Installation of electrical fittings, hiring of furniture, etc. in Hall No.2, 3, 4 & 5 (Ground Floor) on hire basis**
- B) Designing and fabrication of Authors' Corner in New Halls on hire basis**

AND

- C) Additional Item for NDWBF-2022**

Details of Tender document are enclosed from Page No.2 to Page No.29.



INDEX

Sl. No.	PARTICULAR(S)	PAGE NOS.
1.	Chapter – 1 (Notice Inviting Tender)	3 – 5
2.	Chapter – 2 (Scope of Work)	6 – 8
3.	Chapter – 3 (General Terms & Conditions)	9 – 11
4.	Chapter – 4 (Conditions specific to the contract)	12 – 14
5.	Chapter – 5 (Acceptance Letter)	15
6.	Chapter – 6 (Technical Bid)	16 – 19
7.	Chapter – 7 (Financial Bid)	20
8.	Chapter – 7(A) (Financial Bid for fabrication of stall and bare space)	21 – 25
9.	Chapter – 7(B) (Designing fabrication Authors' Corner)	26 – 27
10.	Chapter – 7(C) (Additional Items for NDWBF-2022)	28 – 29

CHAPTER-1

NOTICE INVITING TENDER

Sub.: Submission of the Bids for the following jobs at the newly constructed Halls at Pragati Maidan for the next edition of New Delhi World Book Fair-2022 (8-16 January 2022)

- A) Fabrication of Stalls & Bare Space using Octonorm system, Installation of electrical fittings, hiring of furniture, etc. in Hall No.2, 3, 4 & 5 (Ground Floor) on hire basis**
- B) Designing and fabrication of Authors' Corner in New Halls on hire basis**
- C) Additional Items for NDWBF-2022**

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 the above jobs for New Delhi World Book Fair to be held from 8 to 16 January 2022 at Pragati Maidan, New Delhi from eligible contractors having minimum experience of 03 years with Central or State Government or Public Sector Undertakings/Autonomous bodies of Govt. of India, State Govt. for providing similar services with average turnover as mentioned in Chapter-5 (Fabrication of Stalls) and Chapter-6 (Designing and Fabrication of Authors' Corner) during three Financial Year i.e. 2017-18, 2018-19 and 2019-20.
2. The tender document containing terms and conditions can be obtained **during the period from 25th November to 8th December 2021** (except Saturday, Sundays and Gazetted Holidays) **during 10:00 a.m. to 5:00 p.m.** on payment of **Rs.1,180/- inclusive of GST @ 18% (Rs.1,000 + Rs.180/-) (Rupees One Thousand One Hundred & Eighty 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 (i) Fabrication of Stalls & Bare Space using Octonorm system, Installation of electrical fittings, hiring of furniture, etc., (ii) Designing and Fabrication of Authors' Corner and (iii) Additional Items for NDWBF-2022 in Hall No.2,3,4 & 5 (Ground Floor) on hire basis for New Delhi World Book Fair to be held from 8 to 16 January 2022 at Pragati Maidan, New Delhi 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 (i) Fabrication of Stalls & Bare Space using Octonorm system, Installation of electrical fittings, hiring of furniture, etc., (ii) Designing and Fabrication of Authors' Corner and (iii) Additional Items for NDWBF-2022 in Hall No.2,3,4 & 5 (Ground Floor) on hire basis for New Delhi World Book Fair to be held from 8 to 16 January 2022. The tenders will be received by 8th December 2021 till 11:00 a.m.** The Tender document should 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 8th 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 contractors, 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	25 November 2021
2	Date of Pre-Bid Meeting	30 November 2021 at 11:00 a.m.
3	Last Date for submission of Bids	8 December 2021 at 11:00 a.m.
4	Date of opening of Technical Bid	8 December 2021 at 11:30 a.m.
5	Earnest Money	Rs.1,80,000/-

7. The Bidders should quote in figures as well as in words the rates and amount tendered by them in the price schedule (Chapter-7). 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.1.80 lakh 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 Deposit 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/Director/Authorized Person.
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 items given in the specification of work are approximate. Requirement of quantity / items mentioned in the schedule may increase or decrease as per the decision of the Competent Authority 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.**

Mohd. Imranul Haque
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

13





SCOPE OF WORK

PART – A (SPECIFICATION OF WORK FOR FOREIGN PARTICIPANTS AND INDIAN PARTICIPANTS)

Sl. No.	Particulars	Quantity
1.	<p>GROUND FLOOR (HALL NO.4) FOR FOREIGN PARTICIPANTS</p> <p>Stall Size 3mx3m with orange colour panel: Construction of stall with wall panels in specific colour(*) along with the top of the podium in the same colour (Podium should be with shutter facility to keep books/materials), three side paneling of prefab bright finished octonorm structure connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with ½ x ½ mtr. diagonally cut from the front with floor covering of synthetic needle punch new laminated carpet with uniform colour of good quality(**), consisting of 12 MS shelves of size 96"x8.5" with 2" depth duly powder coated in the same colour, 6 LED (each of 9 watt), one octonorm table with shutter and lock facility, one Round Table (standard size). One dustbin is required to be provided in each stall. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall No.4 and International Event Corner and other connecting passage to Halls and outside Hall No.4 and Foyer area inclusive of maintenance during the fair. 100 sq. mtr. Brand new laminated printed carpeting outside each Hall as per the requirement and direction of the Hall In-charge.</p> <p>Front fascia of stall should be of Maxima style (*)The colour of the panels/shelf/podium top for the above stalls will be informed at later stage only</p>	25
2.	<p>Stall Size 2mx2m: Fabrication of stall with white octonorm panels along with the top of the podium in the same colour, three side paneling of prefab bright finished octonorm structure connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with ½ x ½ mtr. diagonally cut from the front with floor covering of synthetic needle punch new laminated carpet of good quality with uniform colour (**), consisting of 6 MS shelves of size 60"x8.5" with 2"depth duly powder coated in the same colour, 3 LED (each of 9 watt), 1 octonorm table, 2 black cushion chairs and One dustbin is required to be provided in each stall. Laying and fixing of new laminated synthetic printed carpet(**)(on hire basis) in the entire Hall, which includes passages of Hall No.4 and other connecting passage to Halls and outside Hall No.4 and Foyer area inclusive of maintenance during the fair.</p>	5
<p>NOTE</p> <ul style="list-style-type: none"> One curtain with provision of fastening and covering the Stalls should be provided to all the participants of Hall No.4 by 5:00 p.m. on 7 January 2022 for covering the Stalls till the end of the Book Fair. Computerized fascia of uniform colour with lettering on vinyl cutting in Hindi/English WITH FLAG NUMBERING/ARROWS, a plug point for computer with 5 and 15 Amp socket. Specification of Dustbin – 10 litre capacity with lid and handle Usage of Heater/Blower for heating is strictly prohibited in Exhibition Hall. <p>(**)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). After award of Tender, Contractor needs to submit the sample of printed laminated brand new carpet having required specifications as mentioned above to the Manager (Sales & Marketing)/Exhibition, NBT within 7 days.</p>		
3.	<p>Bare Space of size 3mx3m:</p> <p>No stalls will be constructed by the Contractor. However, electric connection and Brand new laminated carpeting in bare space stalls are to be provided by the Contractor. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall (on hire basis) in the entire Hall, which includes passages of Hall No.4 and other connecting passage to Halls and outside Hall No.4 and Foyer area inclusive of maintenance during the fair. One dustbin is required to be provided in each stall.</p>	50

4.	GROUND FLOOR (HALL NO. 2, 3 & 5) FOR INDIAN PARTICIPANTS a) Stall Size 3mx3m: Fabrication of stall with white octonorm panels along with the top of the podium in the same colour, three side paneling of prefab bright finished octonorm structure connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with ½ x ½ mtr. diagonally cut from the front with floor covering of synthetic needle punch new laminated carpet of good quality with uniform colour (**) , consisting of 9 MS shelves of size 96"x8.5" with 2" depth duly powder coated in the same colour, 6 LED (each of 9 watt), one octonorm table, two black cushion chairs, One dustbin is required to be provided in each stall. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall No.2,3 & 5 and outside Hall No.2,3 & 5 connecting Children Pavilion / Authors' Corner and Foyer area inclusive of maintenance during the fair. 450 sq. mtr. Brand new laminated printed carpeting outside the Hall as per the requirement and direction of Hall In-charge.	450
	b) Stall Size 3mx2m: Fabrication of stall with white octonorm panels along with the top of the podium in the same colour, three side paneling of prefab bright finished octonorm structure connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with ½ x ½ mtr. diagonally cut from the front with floor covering of synthetic needle punch new laminated carpet of good quality with uniform colour(**) , consisting of 6 MS shelves of size 96"x8.5" with 2" depth in front and 3 MS shelves of size 60"x8.5" with 2" depth on one side duly powder coated in the same colour, 4 LED (each of 9 watt), one octonorm table, two black cushion chairs, One dustbin is required to be provided in each stall. Laying and fixing of new laminated synthetic printed carpet(**)(on hire basis) in the entire Hall, which includes passages of Hall No.2,3 & 5 and outside Hall No.2,3 & 5 connecting Children Pavilion / Authors' Corner and Foyer area inclusive of maintenance during the fair..	50
	c) Stall Size 2mx2m: Fabrication of stall with white octonorm panels along with the top of the podium in the same colour, three side paneling of prefab bright finished octonorm structure connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with ½ x ½ mtr. diagonally cut from the front with floor covering of synthetic needle punch new laminated carpet of good quality with uniform colour(**) , consisting of 6 MS shelves of size 60"x8.5" with 2" depth duly powder coated in the same colour, 3 LED (each of 9 watt), 1 octonorm table, 2 black cushion chairs, One dustbin is required to be provided in each stall. Laying and fixing of new laminated synthetic printed carpet(**)(on hire basis) in the entire Hall, which includes passages of Hall No.2,3 & 5 and outside Hall No.2,3 & 5 connecting Children Pavilion / Authors' Corner and Foyer area inclusive of maintenance during the fair.	125

NOTE

- **Front fascia of stall should be of Maxima style.**
- One new curtain with provision of fastening and covering the stalls of equivalent size and uniform colour should be provided to all the participants of Hall No.2,3 & 5 by 5:00 p.m. on 7 January 2022 for covering the stalls till the end of the Book Fair.
- Computerized fascia of uniform colour (maximum 8 colour) with NDWBF 2022 Logo in each and every stalls of the above mentioned Halls with lettering on vinyl cutting in Hindi/English **WITH FLAG NUMBERING/ARROWS**, a plug point for computer with 5 and 15 Amp socket. The colour for the fascia will be intimated to the Contractor at the time of work order.
- Specification of Dustbin – 10 litre capacity with lid and handle
- Usage of Heater/Blower for heating is strictly prohibited in Exhibition Hall.

(**)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). After award of Tender, Contractor needs to submit the sample of printed laminated brand new carpet having required specifications as mentioned above to the Manager (Sales & Marketing)/Exhibition, NBT within 07 days.

5.	Bare Space of size 3mx3m: No stalls will be constructed by the contractor. However, electric connection and Brand new laminated carpeting in bare space stalls are to be provided by the contractor. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall No.2,3 & 5 and outside Hall No.2,3 & 5 connecting Children Pavilion / Authors' Corner and Foyer area inclusive of maintenance during the fair.	215
----	---	-----

PART – (B) (Authors' Corner)

Sl. No	Specifications
1.	Floor - i) Raised Flooring/ platform of 85 mm/3.30 inch (Laminated new Brand printed carpet(*) on board corner finish with 'L' Shape Aluminum Bidding Angle with ramp on both sides. Size- 45ft.x60ft. Stage- board (wooden) height of 355 mm/14 inch each, oval or rectangle shape – size (Dias) 30ft.x10ft. (Stage floor English carpet with corner finish (Colour will be informed at the time of work order).
2.	Furniture - i) 4 Centre Glass Tables (3' diametre) or 4 Centre Glass Tables (3'x1.5'), 10 cushioned armed chairs and 1 Podium with NBT/NDWBF Logo (Furniture should match the floor plan/ visualizations) and 2 Octonorm Tables.
3.	75 Visitor Chairs (White)
4.	Backdrop: i) Backdrop with both side wings (of backdrop of size 4 ft. width x 8 ft. height) on digital vinyl print for Events Corner and ii) For Author's Corner (English/Hindi) Backdrop with height of 10ft.x30ft. on digital vinyl print (Two side paneling in orange colour is required in new Halls).
5.	Lighting requirements – 10 nos. LED lights (18 watt) on 1 self-leg light stand, 1 LED Screen (50 inch) for 9 days — (The bazel 10m with stand and back support connectivity with multicam setup, connectivity with USB connectivity and laptop for insertion for AV's & TV's, Sound system & stage fold back speakers, Sound mixing console, cables with wires and 5 Power Points
6.	LED Wall Screen of Size 8'x12' with Ramp (With operator) P5 – Back support connectivity with multi cam setup, USB connectivity and laptop for insertion for AV's and TV's, sound system and stage fold back speakers, sound mixing, console and cables with wires and two power points
7.	Flower pots - 50 flower pots Other Elements: Dustbin – 5 (Big size with Lid)
8.	Complete PA system of good/reputed brand like, Philips/sony/JBL– 1 Nos. Collar Mike / Cordless / Table Mikes – 8 Nos.
9.	Stall of size 4mtr.x3mtr. (with orange colour paneling) for Officer In-charge — Arrangement of 9 LED Lights of 9 watts, 2 power point (each of 5 Amp), 1 sofa set (2 seater), 3 sofa set (1 seater) – (Laminated neat and clean sofa set are required to be provided at fair site), 6 cushioned armed chairs, 2 curtains, 2 octonorm tables with 1 Glass Centre table, 1 Dustbin and 1 new Almirah (Big).
10.	The technical support area should be adequately covered for better outlook.

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 **Chapter-4**, 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-6**. **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-6, 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 - 4.**

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.3) 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 05 Number of employees employed by the Firm with minimum qualification: Technical-02 / Non-technical-03 should be available in each Hall 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. 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.
24. **The Director, NBT, reserves the right to cancel the tender/contract without assigning any reason thereon.**

(Signature of Tenderer with Office Seal)

CONDITIONS SPECIFIC TO THE CONTRACT

1. Acceptance of the Tender will be communicated to the Contractor in writing within one week of the opening of the Financial Bids and the Work Order would be issued by 17 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 5 staff for carpet works, electric works, octonorm works, etc. 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 Bidders will have to provide that item/facility free of cost.
4. The items given in the specification of work are approximate. Requirement of quantity / items mentioned in the schedule may increase or decrease as per the decision of the Competent Authority 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 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 Manager (Sales & Marketing) /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 Manager (Sales & Marketing)/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. 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. 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. 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, **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).
21. TDS under 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.
22. **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.**
23. 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.
24. **Before awarding the work order, NBT reserves the right to pre-inspect the infrastructure to be provided by the Contractor/Party during the fair and if found unsatisfactory may liable them for disqualification.**
25. 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.
26. The decision of NBT **with regard to all terms & conditions shall be final and binding.**
27. 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.
28. **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.

29. In the event of items not being in required quantities or specifications, penalty will be imposed as under:

a)	Stalls	20% of the quoted rate of the component
b)	Auditorium	
c)	Office Block	
d)	Reception	
e)	Gate	
f)	Furniture Items	
g)	PA System	
j)	For other items	

30. The quality of materials/items to be used for fabrication during fair should be in its conformity to the approved model. 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.
31. **Item Inspection and approval at site: All the furniture and infrastructure 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 NBT 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. All the items to be used must be got approved from NBT.**
32. **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.
33. **The Director, NBT, reserves the right to accept/reject any or all the tenders without assigning any reason.**

PLEASE NOTE:

1. Hand Sanitizer Bottle with sanitizer stand should be placed in Halls for the public coming to visit the Book Fair. It should also be ensured that one person of the approved Contractor shall check replace the empty Hand Sanitizer Bottle. Replacement of Bottle should be verified by the Officer In-Charge of each Hall on daily basis to avoid any confusion at the time of payment.
2. One Queue Manager may be provided at the main entry Gate of each Hall to avoid rush.
3. Hand Sanitizer Bottle should be placed in the halls at equal distance depending on the size of hall & at the places where deemed fit by hall In-charge of each hall.
4. All equipments/materials being carried at the fair site for use in the Book Fair should be well sanitized.

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.: Submission of the Bids for the following jobs at the newly constructed Halls at Pragati Maidan for the next edition of New Delhi World Book Fair-2022 (8-16 January 2022)

1. **Fabrication of Stalls & Bare Space using Octonorm system, Installation of electrical fittings, Public Address System (Please Note: PA system will be required in and outside Halls), hiring of furniture, etc. in Hall No.2, 3, 4 & 5 (Ground Floor) on hire basis**
2. **Designing and fabrication of Authors' Corner in New Halls 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.1.50 crores 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 latest 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.25.00 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 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 an Electrical Supervisor.**
18. The **Work Order** from the concerned Department should be submitted, in support of the experience.
19. 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).**
20. Duly filled up Acceptance Letter (Chapter-4) should be enclosed with the Tender document.
21. Any other information important in the opinion of the Bidder.

(Signature of Bidder with stamp of the firm)

Date : _____

Place: _____

(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 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: _____

(Signature of Tenderer with Office Seal)

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 NIT 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/audited copy of Financial showing average turnover of Rs.1.50 crores or more for three Financial Years i.e. 2017-18, 2018-19 and 2019-20.			
10.	Self-attested copy of PAN Card			
11.	Audited copies of Balance Sheet, Profit & Loss Account, etc. for the 03 Financial Year: 2017-18, 2018-19 and 2019-20 should be enclosed.			
12.	Self-attested copy of the Income Tax Returns for the 03 Financial Year: 2017-18, 2018-19 and 2019-20 should be enclosed.			
13.	Self-attested copies of registration under GST Act and GST Return for 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.25.00 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.	Copy of license of Electrical Supervisor and the undertaking on Firm's letterhead			
16.	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).			
17.	Duly filled up Acceptance Letter (Chapter-5) should be enclosed with the Tender document			
FINANCIAL BID				
1	Rates are quoted in Chapter-7(A) of Tender Document (Financial Bid) – Specification of Work/Bill of Quantity for fabrication of stalls & bare space			

(Signature of Tenderer with Office Seal)

2.	Rates are quoted in Chapter-7(B) of Tender Form-II (Financial Bid) for One Author's Corner – Specification of Work/Bill of Quantity			
3.	Rates are quoted in Chapter-7(C) of Tender Form-II (Financial Bid) – Additional items for NDWBF - 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)

Financial Bids

Financial Bids are in three parts – 7(A), 7(B) & 7(C)

Bidders are required to quote bids for all parts

7(A) – Fabrication of Stalls and Bare space using octonorm system installation of electrical fittings, hiring of furniture, etc. (Foreign and Indian Participants)

7(B) – Designing and Fabrication of One Authors' Corner on hire basis

7(C) – Additional Items for NDWBF-2022

NOTE:

The tender will be finalized on the basis of rates quoted for 7(A) and 7(B) above. The rates for additional items (7C) will not be the part for assessing the lowest rates of the tender.

The items which are part of 7(A) and 7(B), the rates of such additional items shall be fixed accordingly.

The items which are not part of 7(A) and 7(B), the lowest rate as per the rates given by the bidders shall be the approved rates for such items in 7(C).

(Signature of Tenderer with Office Seal)

TENDER FORM – II (FINANCIAL BID)
SPECIFICATION OF WORK/BILL OF QUANTITY

Sl. No.	Particulars	Quantity	Rate per Unit in (Rs.) for full duration	Total in (Rs.) for full duration
1.	<p><u>GROUND FLOOR (HALL NO.4) FOR FOREIGN PARTICIPANTS</u></p> <p><u>Stall Size 3mx3m with orange colour panel:</u> Construction of stall with wall panels in specific colour(*) along with the top of the podium in the same colour (Podium should be with shutter facility to keep books/materials), three side paneling of prefab bright finished octonorm structure connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with ½ x ½ mtr. diagonally cut from the front with floor covering of synthetic needle punch new laminated carpet(**) with uniform colour of good quality, consisting of 12 MS shelves of size 96"x8.5" with 2" depth duly powder coated in the same colour, 6 LED (each of 9 watt), one octonorm table with shutter and lock facility, one Round Table (standard size), One dustbin is required to be provided in each stall. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall No.4 and International Event Corner and other connecting passage to Halls and outside Hall No.4 and Foyer area inclusive of maintenance during the fair. 100 sq. mtr. Brand new laminated printed carpeting outside each Hall as per the requirement and direction of the Hall In-charge.</p> <p>Front fascia of stall should be of Maxima style (*)The colour of the panels/shelf/podium top for the above stalls only will be informed at later stage</p>	25		
2.	<p><u>Stall Size 2mx2m:</u> Fabrication of stall with white octonorm panels along with the top of the podium in the same colour, three side paneling of prefab bright finished octonorm structure connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with ½ x ½ mtr. diagonally cut from the front with floor covering of synthetic needle punch new laminated carpet(**) of good quality with uniform colour, consisting of 6 MS shelves of size 60"x8.5" with 2" depth duly powder coated in the same colour, 3 LED (each of 9 watt), 1 octonorm table, 2 black cushion chairs, One dustbin is required to be provided in each stall. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall No.4 inclusive of maintenance during the fair.</p>	5		

NOTE

- One curtain with provision of fastening and covering the Stalls should be provided to all the participants of Hall No.4 by 5:00 p.m. on 7 January 2022 for covering the Stalls till the end of the Book Fair.
- Computerized fascia of uniform colour with lettering on vinyl cutting in Hindi/English **WITH FLAG NUMBERING/ARROWS**, a plug point for computer with 5 and 15 Amp socket.
- Specification of Dustbin – 10 litre capacity with lid and handle
- Usage of Heater/Blower for heating is strictly prohibited in Exhibition Hall.

(**)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 (\pm) 5% having minimum 3.90 mm thickness preferable containing 375 gm polyester fibre or equivalent fibre (\pm) 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). After award of Tender, Contractor needs to submit the sample of printed laminated brand new carpet having required specifications as mentioned above to the Manager (Sales & Marketing)/Exhibition, NBT within 07days.

3.	<u>Bare Space of size 3mx3m:</u> No stalls will be constructed by the Contractor. However, electric connection and new Brand laminated carpeting in bare space stalls are to be provided by the Contractor. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall No.4 and connecting passage of Hall No.4 and Foyer area inclusive of maintenance during the fair, One dustbin is required to be provided in each stall.	50		
4.	<u>GROUND FLOOR (HALL NO. 2, 3 & 5) FOR INDIAN PARTICIPANTS</u> a) <u>Stall Size 3mx3m:</u> Fabrication of stall with white octonorm panels along with the top of the podium in the same colour, three side paneling of prefab bright finished octonorm structure connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with $\frac{1}{2}$ x $\frac{1}{2}$ mtr. diagonally cut from the front with floor covering of synthetic needle punch new laminated carpet(**) of good quality with uniform colour, consisting of 9 MS shelves of size 96"x8.5" with 2" depth duly powder coated in the same colour, 6 LED (each of 9 watt), one octonorm table, two black cushion chairs, One dustbin is required to be provided in each stall. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall No.2,3 & 5 and outside Hall No.2,3 & 5 connecting Children Pavilion / Authors' Corner inclusive of maintenance during the fair and 450 sq. mtr. Brand new laminated printed carpeting outside the Hall as per the requirement and direction of Hall In-charge.	450		

b) Stall Size 3mx2m: Fabrication of stall with white octonorm panels along with the top of the podium in the same colour, three side paneling of prefab bright finished octonorm structure connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with ½ x ½ mtr. diagonally cut from the front with floor covering of synthetic needle punch new laminated carpet(**) of good quality with uniform colour, consisting of 6 MS shelves of size 96"x8.5" with 2" depth in front and 3 MS shelves of size 60"x8.5" with 2" depth on one side duly powder coated in the same colour, 4 LED (each of 9 watt), one octonorm table, two black cushion chairs, One dustbin is required to be provided in each stall. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall No.2,3 & 5 inclusive of maintenance during the fair.	50		
c) Stall Size 2mx2m: Fabrication of stall with white octonorm panels along with the top of the podium in the same colour, three side paneling of prefab bright finished octonorm structure connecting table at the back of size 1m x .5m (1 no.), two tables of 1m x 1m on side with ½ x ½ mtr. diagonally cut from the front with floor covering of synthetic needle punch new laminated carpet(**) of good quality with uniform colour, consisting of 6 MS shelves of size 60"x8.5" with 2"depth duly powder coated in the same colour, 3 LED (each of 9 watt), 1 octonorm table, 2 black cushion chairs, One dustbin is required to be provided in each stall. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall No.2,3 & 5 inclusive of maintenance during the fair.	125		

NOTE

- Front fascia of stall should be of Maxima style.
- One new curtain with provision of fastening and covering the stalls of equivalent size and uniform colour should be provided to all the participants of Hall No.2,3 & 5 by 5:00 p.m. on 7 January 2022 for covering the stalls till the end of the Book Fair.
- Computerized fascia of uniform colour (maximum 8 colour) with NDWBF 2022 Logo in each and every stalls stands of the above mentioned Halls with lettering on vinyl cutting in Hindi/English **WITH FLAG NUMBERING/ARROWS**, a plug point for computer with 5 and 15 Amp socket. The colour for the fascia will be intimated to the Contractor at the time of work order.
- Specification of Dustbin – 10 litre capacity with lid and handle
- Usage of Heater/Blower for heating is strictly prohibited in Exhibition Hall.

(**)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). After award of Tender, Contractor needs to submit the sample of printed laminated brand new carpet having required specifications as mentioned above to the Manager (Sales & Marketing)/Exhibition, NBT within 07 days.

5.	Bare Space of size 3mx3m: No stalls will be constructed by the contractor. However, electric connection and new Brand laminated carpeting in bare space stalls are to be provided by the contractor. Laying and fixing of new laminated synthetic printed carpet(**) (on hire basis) in the entire Hall, which includes passages of Hall No.2,3 & 5 inclusive of maintenance during the fair, One dustbin is required to be provided in each stall.	215		
6.	White Octonorm Panels/Walls (1mtr.) with frame (10 ft. height)	600		
7.	Orange Coloured Octonorm Panels/Walls (1mtr.) with frame (10 ft. height)	150		
8.	Glass Octonorm Panels/Walls with frame (8 ft. height) along with strips	200		
9.	New Steel Almirah (full size) of good quality with proper locking system	40		
10.	New Steel Almirah (Small Size) of good quality with proper locking system	10		
11.	Stage (Height 9" + Brand New Carpet) (rates per sq. mtr.)	1 sq. mtr.		
12.	Ribbed Carpet (rates per sq. mtr.)	1 sq. mtr.		
13.	LED Light (9 watt) with fittings (As given in Stall) for office Block Octonorm Structure	500		
14.	Metal LED Light (150 Watt)	350		
15.	Door with Lock (Standard Size)	30		
16.	Curtain for Doors	50		
17.	LED TV of 52"	20		
18.	Queue Manager (Barricading Post)	30		
19.	Plug Points (5 Amp)	160		
20.	Rights Table of size (2'x2')	75		
21.	Octonorm Table (3'x1.5')	300		
22.	New synthetic printed laminated carpet	1000 sq. mtr.		
23.	Computer Table (2'x1.5')	30		
24.	Centre Glass Table (3' diametre)	40		
25.	Side Table (1.5')	30		
26.	VIP Office Chair for NBT Officers	20		
27.	Revolving Chair for NBT Staff	100		
28.	Visitors' Chairs (White)	500		
29.	Sofa Single Seater (Laminated neat and clean sofa set are required to be provided at fair site)	20		
30.	Sofa Two Seater (Laminated neat and clean sofa set are required to be provided at fair site)	80		
31.	Sofa Three Seater (Laminated neat and clean sofa set are required to be provided at fair site)	20		
32.	Pagoda of size 5mtr.x5mtr. with 1ft. raised platform, Brand new laminated carpet with orange colour paneling on 3 sides for covering up the area with Maxima style Fascia, 4 octonorm tables for Help Desk/Information Counter, 10 visitor chairs (white), 2 seater sofa set (2 Nos.) (Laminated neat and clean sofa set are required to be provided at fair site), 12 LED lights (each of 9 watts),	5		

(Signature of Tenderer with Office Seal)

	20 Litre Dustbin with Lid and handle, 2 Plug points, 1 new Brand Almirah (Big), sufficient quantities of curtains for covering up the stall in the night and 2 Metal LED lights (150 watts) - (Exact location to be informed later on).			
33.	Pagoda of size 3mtr.x3mtr. with 1ft. raised platform, Brand new laminated carpet with orange colour paneling on 3 sides for covering up the area with Maxima style Fascia, 4 octonorm tables for Help Desk/Information Counter, 10 visitor chairs (white), 2 seater sofa set (2 Nos.) (Laminated neat and clean sofa set are required to be provided at fair site), 9 LED lights (each of 9 watts), 20 Litre Dustbin with Lid and handle, 2 Plug points, 1 new Brand Almirah (Big), sufficient quantities of curtains for covering up the stall in the night and 2 Metal LED lights (150 watts) (Exact location to be informed later on)	5		
34.	Table with Drawer and Lock & Key (4'x2')	30		
35.	Gadda (6'x3') with Sheet & Cushions	25		
36.	Maxima Gate (1 mtr.)	20		
37.	Metal Light of 400 watt	50		
38.	Dustbin – 10 Litre with lid and handle	100		
39.	Dustbin – 20 Litre with Lid and handle	50		
40.	Dustbin – 50 Litre with Lid and handle	20		
41.	Maxima Style Fascia (2 mtr. x 9.5")	50		
42.	Cubical colour chairs for Children's Pavilion	100		
43.	LED Light (9 watt) with fitting for NBT stall	40		
44.	Handsfree Touchless Foot operated Hand Sanitizer Stand with 1 Litre Sanitizer Bottle	04 on daily basis		
45.	Sanitizer Tunnel with showering of sanitizer at the Entry Point	02 on daily basis		
46.	Non-contact digital infrared Thermometer Machine with running condition	04 for entire period		
		Amount		
		Total Amount		
Total Amount in Words				

NOTE: Amount is inclusive of all cost/expenses except GST

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

Signature: _____

Name: _____

Address: _____

Date: _____

Place: _____

(Signature of Tenderer with Office Seal)

**TENDER FORM-II (FINANCIAL BID) FOR ONE AUTHOR'S CORNER
SPECIFICATION OF WORK/BILL OF QUANTITY**

Sl. No	Specifications	Amount [Rs.]
1.	Floor - i) Raised Flooring/ platform of 85 mm/3.30 inch (Laminated new Brand printed carpet(*) on board corner finish with 'L' Shape Aluminum Bidding Angle) with ramp on both sides. Size-45ft.x60ft. Stage- board (wooden) height of 355 mm/14 inch each, oval or rectangle shape – size (Dias) 30ft.x10ft. (Stage floor English carpet with corner finish (Colour will be informed at the time of work order).	
2.	Furniture - i) 4 Centre Glass Tables (3' diametre) or 4 Centre Glass Tables (3'x1.5'), 10 cushioned armed chairs and 1 Podium with NBT/NDWBF Logo (Furniture should match the floor plan/ visualizations) and 2 Octonorm Tables.	
3.	75 Visitor Chairs (White)	
4.	Backdrop: i) Backdrop with both side wings (of backdrop of size 4 ft. width x 8 ft. height) on digital vinyl print for Events Corner and ii) For Author's Corner (English/Hindi) Backdrop with height of 10ft.x30ft. on digital vinyl print (Two side paneling in orange colour is required in new Halls).	
5.	Lighting requirements – 10 nos. LED lights (18 watt) on 1 self-leg light stand, 1 LED Screen (50 inch) for 9 days — (The bazel 10m with stand and back support connectivity with multicam setup, USB connectivity and laptop for insertion for AV's & TV's, Sound system & stage fold back speakers, Sound mixing console, cables with wires and 5 Power Points	
6.	LED Wall Screen of Size 8'x12' with Ramp (With operator) P5 – Back support connectivity with multi cam setup, USB connectivity and laptop for insertion for AV's and TV's, sound system and stage fold back speakers, sound mixing, console and cables with wires and two power points	
7.	Flower pots - 50 flower pots Other Elements: Dustbin – 5 (Big size with Lid)	
8.	Complete PA system of good/reputed brand like, Philips/sony/JBL– 1 Nos. Collar Mike / Cordless / Table Mikes – 8 Nos.	
9.	Stall of size 4mtr.x3mtr. (with orange colour paneling) for Officer In-charge — Arrangement of 9 LED Lights of 9 watts, 2 power point (each of 5 Amp), 1 sofa set (2 seater), 3 sofa set (1 seater) – (Laminated neat and clean sofa set are required to be provided at fair site), 6 cushioned armed chairs, 2 curtains, 2 octonorm tables with 1 Glass Centre table, 1 Dustbin and 1 new Almirah (Big).	
10.	The technical support area should be adequately covered for better outlook	
	Amount	
	Total Amount	
Total Amount in Words		

(**)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.

After award of the Work Order, Contractor needs to submit the sample of laminated Brand new carpet having required specifications as mentioned above to the Manager (Sales & Marketing)/Exhibition, NBT within 3 days for testing purpose.

I/We undertake to abide and be bound by the terms and conditions of the Tender/Contract.

Dated: _____

Place: _____

Signature with Stamp: _____

Name: _____

Address: _____

PAN No: _____

(15) _____
(Signature of Tenderer with Office Seal)

ADDITIONAL ITEMS FOR NDWBF-2022**TENDER FORM – II (FINANCIAL BID)
SPECIFICATION OF WORK/BILL OF QUANTITY****(Approximate in Quantity)**

Sl. No.	Particulars	Quantity	Rate per Unit in (Rs.) for full duration	Total in (Rs.) for full duration
1.	LED Wall Screen of Size 8'x12' with Ramp (With operator) P5 – Back support connectivity with multi cam setup, connectivity with DVD player and Laptop for insertion for AV's and TV's, sound system and stage fold back speakers, sound mixing, console and cables with wires and two power points	5		
2.	Bar Stool	10		
3.	Parco Light	5		
4.	Conference Table (5'x2.5')	2		
5.	Big Table of size (5'x2.5')	10		
6.	Table of size (4'x2.5')	2		
7.	Octonorm Gate	10		
8.	Digital Interactive Kiosk for Exhibitors' Information	10		
9.	Metal Detector Door size	15		
10.	Hand Held Metal Detector	15		
11.	Thermal Scanner	10		
12.	Frame Wall (4 ft.) (1 mtr. x 1 mtr)	20		
13.	Panel (4 ft.) (1 mtr. x 1 mtr.)	20		
14.	Panel (8 ft. Height) (1 mtr. x 8 ft.)	60		
15.	High Back Chair	10		
16.	Planter Box	01		
17.	Wheel Chair	06		
18.	Table (1ft height)	01		
19.	General PA system of good quality	1		
20.	Mikes – Table / Cordless / Collar / Standing of good quality	5		
21.	Speaker of 15 to 20 watts LMT of Good Quality (Also in structure) of good quality	5		
22.	CD/DVD Player of Good Quality	1		
23.	Loudspeakers LMP of good quality	10		
24.	Wi-fi/CCTV camera with recording facilities (backup of 9 days)	10		
			Amount	
			Total Amount	
Total Amount in Words				

(Signature of Tenderer with Office Seal)

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

Signature: _____

Name: _____

Address: _____

Date: _____

Place: _____

(Signature of Tenderer with Office Seal)