



राष्ट्रीय पुस्तक न्यास, भारत

शिक्षा मंत्रालय, भारत सरकार

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-II,

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निविदा आमंत्रण सूचना

राष्ट्रीय पुस्तक न्यास, भारत (एनबीटी) अमृतसर पुस्तक मेला, खालसा कॉलेज ग्राउण्ड, पंजाब में दिनांक 5 से 13 मार्च 2022 के आयोजन हेतु ऑक्टोनार्म प्रणाली का प्रयोग करते हुए हेंगर एवं स्टॉलों का निर्माण (निविदा विवरण के अनुसार) इत्यादि, निविदाएँ GeM पोर्टल के द्वारा आमंत्रित करता है ।

निविदा प्रपत्र जारी करने की तिथि	निविदाएँ जमा कराने की अंतिम तिथि	बोलियाँ खोलने की तिथि एवं समय	
17 से 23 फरवरी 2022 प्रातः 10.00 बजे तक	23 फरवरी 2022 प्रातः 10.30 बजे तक	तकनीकी बोली	23 फरवरी 2022 प्रातः 11.00 बजे
		वित्तीय बोली	23 फरवरी 2022 सायं: 2.00 बजे

निविदा प्रपत्र एवं अन्य जानकारी हेतु न्यास की वेबसाइट www.nbtindia.gov.in/ देखें ।

निविदा के संबंध में जारी होने वाले किसी भी प्रकार के संशोधन/शुद्धिपत्र को केवल एनबीटी वेबसाइट www.nbtindia.gov.in पर ही अपलोड किया जाएगा ।

निदेशक, राष्ट्रीय पुस्तक न्यास, भारत के पास बिना कोई कारण बताए किसी अथवा सभी निविदाओं को स्वीकृत अथवा निरस्त करने का अधिकार सुरक्षित है ।



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

Phone :
011-26707780-81-88
Email :
nbtexhibition@gmail.com
nbtexhibitio1@gmail.com

NOTICE INVITING TENDER

National Book Trust, India (NBT) invites bids through GeM Portal for fabrication of stalls using octonorm system, erecting of structure (Hangar), installation of electrical fittings, PA system, etc. on hire basis for organizing **“Amritsar Book Fair (Punjab)”** from **5 to 13 March 2022** at Khalsa College Ground, Amritsar.

Date of Issue of Tender	Last date for submission	Date/Time for opening of bids	
17–23 February 2022 till 10:00 a.m.	23 February 2022 at 10:30 a.m.	Technical Bids	23 February 2022 at 11:00 a.m.
		Financial Bids	23 February 2022 at 2:00 p.m.

For tender document and other details, please visit: www.nbtindia.gov.in

Any modification/corrigendum issued with regard to this tender document shall be uploaded on NBT's website: www.nbtindia.gov.in only.

The Director, NBT, reserves the right to accept/reject any or all the tenders without assigning any reason.

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CHAPTER - 1

TENDER DOCUMENT

Subject : Submission of Tender for fabrication of stalls using octonorm system, erecting of structure (Hangar), installation of electrical fittings, PA system, etc. on hire basis for “Amritsar Book Fair (Punjab)” to be organized by National Book Trust, India (NBT) during the current Financial Year 2021-22:

Sealed tenders/bids are hereby invited for fabrication of stalls using octonorm system, erecting of structure (Hangar), installation of electrical fittings, PA system, etc. on hire basis for the above said book fair to be organized during the current Financial Year 2021-22 from eligible contractors having minimum experience of 3 years with Central or State Government or Public sector undertaking/Autonomous bodies of providing similar services with average turnover of Rs.50.00 lakhs in any of last three years out of 5 Financial Years i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21..

- The Tender document containing terms & conditions can be obtained from the Office of the Deputy Director (Exhibition), National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 on any working day between 9:30 a.m. and 5:00 p.m. as per the schedule given in the tabulated form at next page (Except Saturdays, Sundays and Government Holidays) on payment of **Rs.1,180/- inclusive of GST (Rupees One Thousand One Hundred and Eighty only) (Non-Refundable) for each Book Fair** in the form of demand draft favoring **National Book Trust, India** payable at **New Delhi**. The Tender document can also be downloaded from our website i.e. www.nbtindia.gov.in and submitted with separate Demand Draft of Rs.1,180/- towards Tender Fee (Non-Refundable) along with EMD and Tender for each book fair.
- Tender should be submitted in two sealed envelopes, **TECHNICAL BID** (Envelope-I) shall contain Earnest Money Deposit (EMD), prequalification 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.

- Tender document can be obtained from the office of NBT as per following schedule:

Sl.No.	Tender Schedule	Date and Time
1.	Date of Issue of Tender Document	17 – 23 February 2022 till 10:00 a.m.
2.	Last Date for Submission of Bids	23 February 2022 at 10:30 a.m.
3.	Date for opening of Technical Bids	23 February 2022 at 11:00 a.m.
4.	Date of opening of Financial Bids	23 February 2022 at 2:00 p.m.
5.	Earnest Money Deposit (EMD)	Rs.50,000/-

- 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 also be given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc. except GST which shall be paid at rates applicable from time to time as per GST ACT. No extra amount shall be payable in addition to the accepted rate as per the Price Schedule. If there is any discrepancy in rates between words and figures, the amount in words will prevail.
- Earnest Money**
Earnest Money Deposit (EMD) of Rs.50,000/- 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

Please ensure that Technical Bid should accompany the EMD of Rs.50,000/-, failing which the Technical Bid shall be rejected.

- 5.1. 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.
- 5.2. No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security Deposit.
- 5.3. 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.
6. The final bill / tax invoice submitted to NBT should mention the GST number of both (Contractor as well as NBT).
7. The acceptance of a bidder will rest solely with the Competent Authority of NBT, who is not bound to accept the lowest bid and reserves the authority to reject any or all the bidding 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.
8. Bidding documents containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.
9. Canvassing in any form in connection with bidding documents is strictly prohibited and the bidding submitted by the Bidders, who resort to canvassing, will be liable for rejection.
10. After opening of the Technical/Financial Bids, the Bidding shall remain open for acceptance for a period of 07 days. If the Bidder withdraws his bidding before the expiry of the said period or makes any modifications in terms and conditions of the bidding which are not acceptable to NBT or the contract is not executed within three (3) days from the date of letter of acceptance or the work is not commenced on the stipulated date and time as per the work order, NBT without prejudice to any other right or remedy will be at liberty to forfeit the earnest money.
11. 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.
12. Any modification/corrigendum issued with regard to this bidding document shall be uploaded only on GeM portal by NBT. Bidders are, therefore, advised to visit the GeM portal in bidding section regularly till the last stipulated date of issuance of the bidding document for ascertaining any modification/corrigendum issued in this regard.
13. The NBT shall have the right to issue Addendum regarding Bidding documents to clarify, amend, modify and supplement or delete any of the conditions, clause or items stated therein. Each Addendum shall form a part of the original invitation for Bidder.
14. **The approved Contractor should visit the fair ground and submit the layout/design of the fair site to Deputy Director (Exhibition) prior to the start of the Book Fair for final vetting. In case of any changes in the layout/design the same shall be informed to the Contractor.**

15. The Director, NBT reserves the right to accept/reject any or all the Bids without assigning any reason.

NOTE :

As per the guidelines of the Ministry of Finance, Government of India, the payment will be made through e-Payment mode and the successful bidder will have to submit his/her RTGS details along with a cancelled cheque.

Yours faithfully,

**DEPUTY DIRECTOR (EXHIBITION)
NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN, 5 INSTITUTIONAL AREA
PHASE-II, VASANT KUNJ
NEW DELHI – 110 070
PHONE NO:- 011-26707780-81-88
E-mail: nbtexhibition@gmail.com**

GENERAL TERMS AND CONDITIONS

Subject: Submission of Tender for fabrication of stalls using octonorm system, erecting of structure (Hangar), installation of electrical fittings, PA system, etc. on hire basis

1. Parties

The parties to the contract are the contractor (the Tenderer to whom the work have been awarded) and the NBT through its Director.

2. Address

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to NBT. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

3. Contractor

The term contractor shall mean Company, firm or the party to whom the Contract is awarded and his/their heirs, legal representatives, 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 contractor.

6. TENDERS

The entire set of tender paper issued to the Tenderer should be submitted fully priced and also signed on all the pages and affixing of firm's stamp. Signature will indicate the acceptance of the tender papers & terms by the Tenderer. 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 English figures and English words.
 - ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity).
 - iii) Total amount for full duration column to be filled in for each item will be treated as final rates for the full duration of the Fair and if the column is kept blank, it will be considered as ZERO, which means the Tenderer is ready to provide such items free of cost.
 - iv) All corrections are to be initialed.
 - v) In case of any errors / omissions in the quoted rates, the rates given in the tender marked "original" shall be taken as correct rates. No modifications, writings or corrections can be made in the tender papers by the Tenderer, but may at his option offer his comments or modifications in a separate sheet of paper attached to the original tender papers.
- 6.1 NBT reserves the right to reject the lowest or any tender and also to discharge any or all the tenders 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 Tenderer shall note that his tender shall remain valid for 90 days from the date of its finalization.

7. Preparation and Submission of Bidding

The bidder should be submitted in two parts, namely: (i) Technical bid and (ii) Financial bid. The financial bid shall be given in **Chapter-8**. All the papers mentioned in the Technical Bid shall be uploaded in the same serial number as it is given in the **Chapter-5**.

(A). Signing of Bidder

Individual signing the bidder or other documents connected with contract must specify whether he 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 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.

N.B.

- (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 tender.
- (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 tender and all other related documents must be signed by all partners of the firm.
- (iii) A person signing the tender form or any documents forming part of the tender 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, Director, NBT without prejudice will cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
- (iv) The Tenderer should sign and affix his/her firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer made by the Tenderer will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.**
- (v) Any correction, mutilation or overwriting in figures of rates should be supported by signature; otherwise the quotation will not be considered.

(B) Technical Bid: The Bidder should submit the technical details as per **Chapter-5**.

(C) Financial Bid: It should be submitted in form given in **Chapter-8** (Price Schedule).

8. Rates quoted

The rates quoted in the bidding shall be for each item for the entire duration of Fair until it is specifically mentioned. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies, etc. except GST. The GST shall be paid at rates applicable from time to time as per GST ACT. No extra amount shall be payable in addition to the accepted rate as per the Price Schedule.

9. Criterion for Evaluation of Bidding

NBT will examine the Bidder to determine whether they are complete, whether any computational errors have been made, whether the uploaded documents have been properly signed, and whether the bidding are generally in order.

10. Earnest money

Earnest Money of **Rs.50,000/-** should be submitted in the form of a Demand Draft favoring **National Book Trust, India**, payable at Delhi along with Technical bid of the bidding.

- 10.2 Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited by NBT.
- 10.3 The bidding without Earnest Money Deposit will be summarily rejected.
- 10.4 No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security Deposit.

11. Opening of Financial Bid

Financial bids of only those tenderers shall be opened, who qualify the conditions/criteria of techno commercial bid specified in **Chapter-5** of Tender document.

12. Right of acceptance

NBT reserves the right to accept or reject any or all the bidding without assigning any reason and also does not bind itself to accept the lowest quotation or any bidding.

13. Communication of acceptance/right of acceptance

NBT reserves all rights to reject any tender including those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of NBT in this regard will be final and binding. Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit will also be communicated.

14. Performance Security/Guarantee

The successful bidder will have to submit the Performance Security/Guarantee to the value of 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 after adjusting the amount of EMD already paid with the Technical Bid. **The final Work Order will be issued only after depositing the Performance Security/Guarantee 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/Guarantee so deposited will be retained till conclusion of the Fair and refunded along with balance payment **without any interest.**

15. 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, civil commotion, strikes, acts of terrorism, labour disputes and government or public authority's demands or requirements.

16. 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 the 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 any prior notice.

17. Breach of terms and conditions

In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order/job without assigning any reason thereof and no amount will be payable by NBT in that event and the security deposit shall also stand forfeited and the contractor will be blacklisted for work in future.

18. Subletting of work

The firm shall not assign or sublet the work/job to any other person or party or joint venture consortium will not be allowed.

19. Arbitration

If any difference arises concerning this contract, its interpretation or the payment to be made hereunder, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 3 months, either of the parties may make a request to the other party for submission of the dispute for decision. The NBT shall reserve right to nominate sole Arbitrator. Such request shall be accompanied with a 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 panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and

shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed there under and in force shall be applicable to such proceedings.

20. The guidelines of the particular States Disaster Management/MHA are mandatory considering the COVID-19 situation.

21. The Contractor should enclose copies of registration with EPF and ESI authorities.

22. Details of personnel on Company's letterhead should be enclosed: Total 05 Number of employees employed by the Firm in his/her company with minimum qualification: Technical-02 / Non-technical-03 should be available in each Hall during the set-up period and the Fair period.

23. 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.

24. 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.

25. Validity of tender

The bid submitted by the Tenderers shall be valid for 90 dates from the date of its finalization.

CONDITIONS SPECIFIC TO THE CONTRACT

1. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of preparation for the purposes of clarification on 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.
2. Incomplete Tenders are liable to be rejected. It means Tenderer should quote for all items. If any item is missed or not quoted the whole Tender will be rejected.
3. 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.
4. When deemed necessary, NBT may seek clarification on any aspect from the Tenderers. However, that would not entitle the Tenderer to change or cause any change in the rates or any part of the Tender. NBT may, if so desired, ask the Tenderer to give presentation for the purposes of clarification of the Tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Tenderer.
5. The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting Tenders **at their own cost**.
6. NBT will open the Tenders in the presence of the Tenderers 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
7. The successful Bidder would be handed over the site for construction **2-5 days** before the date of the Book Fair and the Bidder should start the work immediately.
8. The successful contractor must complete the work satisfactorily till **5.00 p.m.**, a day before start of the Book Fair. The normal timings of the book Fair will be from 11:00 a.m to 8:00 p.m. However, the timings of the Book Fair may be further increased at the discretion of NBT for which no extra claim by the contractor shall be entertained by NBT.
9. The contractor shall engage technically qualified personnel for executing the work.
10. Security money and performance guarantee amount shall be liable to be forfeited in case the contractor fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the specifications. If the successful Bidder backs out after award of the contract, Earnest Money Deposit shall be forfeited and also the contractor will be blacklisted for work in future.
11. **Insurance**: It will be the responsibility of the successful Contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his own cost and submit the copy of such insurance policy documents to the Trust at the time of handing over the constructed site after completion of work. The Contractor 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 for the items/facility provided.
 - 11.1.1 The contractor shall indemnify and keep indemnified the NBT against all losses and claims for injuries or damage to any persons or any property whatsoever which may arise of or in consequence of the fabrication and maintenance of works and against all or in relation thereto.
 - 11.1.2 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 the 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 the NBT) by or arising out of carrying out of the contract.
12. **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.

13. The dismantling of structures should begin only after written permission from the Officer-In-Charge. But if it is done without prior permission and loss of any material or property, on the basis of complaint, if any, is brought to the notice of the Officer-In-Charge, the contractor will be liable to pay the entire amount of the loss thus incurred.
 14. During the period of construction, the contractor shall have to make his own arrangement for facilities at Book Fair Ground such as water, electricity, security etc.
 15. **The contractor 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 shall not be entitled to any compensation or claim from NBT for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots, etc.**
 16. The contractor will be responsible for the up-keep and maintenance of the entire structure constructed by him till the end of the Fair, for which no extra payment shall be made. Breakage and damages, if any, shall immediately be replaced / repaired without any extra cost.
 17. **50% payment of the total quoted amount in the Financial Bid will be made to the contractor during the Fair (subject to applicable Income Tax and GST Rules), subject to a physical verification report of items/equipment/materials done by an approved Physical Verification Committee of NBT.** The remaining actual payment shall be made at Headquarters within a month's time along with security deposit **without any interest** only after submission of the Final Invoice.
 18. Income tax shall be deducted at source under the Act. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Chapter-7,** without which the Tender is liable to be rejected.
 19. NBT reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds for NBT's action.
 20. NBT reserves the right to visit the Godown of the Tenderer at any time before award of the job to assess the worthiness of the Bidder.
 21. The Contractor will not be allowed to sublet the work to any other contractor for providing any component during the Fair. Likewise, no co-sharing of the job will be permitted.
 22. i) The Contractor, who is allotted the job, will be responsible for making sure that the wiring for electrical connections is shock free, insulated and laid in a non-hazardous manner, preferably in PVC / Insulated Pipe , to avoid any kind of mishap / accident. Any untoward incident happening due to faulty wiring / negligence will be sole responsibility of the Contractor.
ii) The Contractor will ensure that hangar structure is sturdy and strong enough to withstand winds, rain etc. Any untoward incident happening due to faulty hangar structure will be sole responsibility of the Contractor.
- NBT will not be responsible for any claim or legal / financial issues arising out of any of the above two factors.
23. The decision of NBT **with regard to all terms & conditions shall be final and binding.**
 24. If, at any time during performance of the contract, the contractor should encounter conditions impeding timely execution of the work, he shall promptly notify NBT in writing of the fact of delay, its likely duration and its cause(s). As soon as practicable, after receipt of the contractor's notice, NBT shall evaluate the situation and may at its discretion extend the contractor's time for performance.
 25. On conclusion of the Fair, the contractor must remove the entire structure within one or two days as per the instructions of NBT.

26. In the event of items not being given as per the specifications, **penalty** will be imposed as under:

A. CIVIL CONSTRUCTION

Sl. No.	Particular(s)	Quantum of penalty
a)	Stalls	25% of the quoted rates of the component
b)	Auditorium	
c)	Office Block	
d)	Reception	
e)	Gate	
g)	Chemical Toilet	
f)	Hangar Structure	
g)	Carpet	
h)	For other items	

B. ELECTRICAL FITTINGS & P.A. SYSTEM

a)	For not providing specified lamps & bulbs	20% of the quoted rate of the component
b)	Generator Set as per specification of capacity, etc.	
c)	PA System & Microphone as per specification	
d)	Improper wiring	
e)	Other work	

27. **Validity of the Contract**

The work order shall be valid till the Financial Year 2022-23 or completion of Book Fair, whichever is earlier. In case the Book Fair is not organized due to unavoidable reasons / any other reasons during the Financial Year 2022-23, then the contract will be treated as cancelled.

28. **The Director, NBT reserves the right to cancel the tender at any time without assigning any reason thereon.**

PLEASE NOTE:

1. **Hand Sanitizer Bottle should be placed at the Entry Point of Hangar Structure for the public coming to visit the Book Fair. It should also be ensured that one person of the approved Contractor shall check and replace the empty Hand Sanitizer Bottle. Replacement of Bottle should be verified by the Officer In-Charge deputed to the Fair to avoid any confusion at the time of payment.**
2. **One Queue Manager may be provided at the Entry Point to avoid rush.**
3. **All equipments/materials being carried at the fair site for use in the Book Fair should be well sanitized.**

TERMS AND CONDITIONS (temporary air conditioning in hangars) ELECTRICAL

1. The Contractor has to design and decide the number of Air Conditioning units required for proposed area and intimate to the officer-in-charge. However, a package/split unit shall be provided @ 1.0 TR for 6 to 8 sq. mtr. depending upon the site conditions. Placement & lifting arrangements shall be made by the contractor at his cost. Nothing extra will be paid on this account.
2. Location of the outdoor and indoor units will be decided in consultation with officer in-charge.
3. In case any unit does not function during the currency of the fair, the contractor has to replace/rectify the defects and make the unit operational within one hour otherwise proportional recovery for each unit for full day for the outage shall be made by NBT.
4. The Contractor should have at site adequate number of manpower such as operator, AC Mechanic, Electrician Fitter etc. and Spares like compressors, motors, copper piping, refrigerant and other items required for the upkeep and operation of the units.
5. The contractor has to maintain 22 ± 1.0 Centigrade temperature inside the air conditioned area. The contractor must monitor the temperature on hourly basis at various locations and keep record of the same. If the temperature is not within the prescribed limits, action to supplement air conditioners will be taken up by the contractor. Nothing extra on this account shall be paid by NBT.
6. The contractor has to make arrangement for the watch and ward of the equipment installed/ spares.
7. The installation, testing and commissioning of all AC units must be completed one day before the event as time is the essence of the contract.
8. The contractor has to get acquainted with the height of Hanger at various locations of the fair, and accordingly the units must be planned and installed.
9. The contractor shall be responsible for the safety of the equipment and personnel, and NBT shall not be responsibility for this.
10. Any damage during installation / operation / removal caused to the Govt. / Pvt. Property shall be responsibility of the contractor. Necessary recovery shall be made on this account from the contractor.
11. No power supply will be permitted from inside the Halls for obtaining the air conditioning connections. Contractor has to arrange suitable size of cable/ switch to obtain power supply from available nearby source of supply.
12. The Contractor shall keep the units in uniformity.
13. The Contractor shall keep stand by additional units to replace any defective one.
14. The units need to be neatly painted and the switch boxes should be properly covered.
15. Necessary earthing must be done to all equipment and all safety precautions must to be taken during installation and operation.
16. The electrical consumption charges shall be borne by NBT. However the Contractor must use energy efficient equipment.
17. The rates quoted will be for full fair/event period.
18. The required room temperature will be mentioned during the whole Exhibition / Event period for which recovery will be made at the quoted rates and 10% as penalty on per sq.mtr. per hour basis of the affected area.
19. The duct should be fire retardant suitable to site including complete. hanging arrangements as required.
20. Cables connected to units/panels should be properly dressed / thim bled, and properly covered at crossing lanes to avoid any accident.
21. Only Air-cooled/ Split AC/ package unit shall be used for providing air conditioning in the Hangar. Therefore, before quoting the rates, the bidder may consider the same.

Parameters for executing the work (Technical Bid - Qualification Criteria)

1. Earnest Money Deposit (EMD) for Rs.50,000/- should be enclosed with the Technical Bid.
2. The bidder document should be properly **indexed with page numbers**.
3. The firm has to declare the Company profile such as partnership deed/proprietorship/company/MOA/AOA/Bylaws, etc. **(copy of proof must be enclosed)**.
4. The firm should have the experience of working with Central or State Government / Public Sector Undertakings or Autonomous bodies for 05 years **in the similar field**. **(Please Note: It is mandatory to enclose the copies of three Completion certificates of any of last three years out of 5 Financial Years i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 showing work of minimum (average) amount of Rs.15.00 lakh done/executed in each year in support of claim as per Annexure-I.**
5. **Certified certificate copy by Chartered Accountant as per Annexure-1 showing average turnover of Rs.50.00 lakhs in any of last three years out of 5 Financial Years i.e. 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21.**
6. The Bidder 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 Company's letter head stating that the Company has engaged the services of the electrical supervisor.**
7. **The approved Contractor should visit the fair ground and submit the layout/design of the fair site to DD(Exh.) prior to the start of the Book Fair for final vetting. In case of any changes in the layout/designs, the same will be informed to the Contractor.**
8. Audited copies of three years' Annual Accounts i.e. **Profit & Loss Account, Balance Sheet, Annexures from the last 05 consecutive years (Financial Years: 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21)** should be enclosed.
9. Self-attested copy of the **Income Tax Returns for the last 05 years (Financial Years: 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21)** should be enclosed.
10. Self-attested copies of **Registration under GST Act and GST Return for last quarter (2021-22) (Form 3B & GSTR 1, etc.)** should be enclosed.
11. Self-attested copy of PAN card.
12. An Affidavit of Rs.100/- duly signed and stamped by Notary stating that the firm has not been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization is required to be enclosed **(Photocopy of the affidavit will not be accepted)**. The issue date of Affidavit should not be older than one month from the last date of submission of the Tender document, If found, the technical bid will be rejected.
13. The details on Company's letterhead of the person signing the Tender document must be provided with ID proof in the following format with attestation by one or more partners/Board of Director:

1.	Name	
2.	Designation of the Person signing the Tender document	
3.	Contact No.	
4.	Specimen Signature	

14. In case of Private Limited/Limited Company:- Board resolution for authorizing signatory shall be enclosed.
15. The Contractor shall enclose copies of registration with EPF and ESI authorities.
16. Details of personnel on Company's letterhead should be enclosed. Total 05 number of employees employed by the Firm in his/her Company with minimum qualification: Technical-02 / Non-technical-03 should be available during the set-up period and the book fair period.
17. The Bidder must submit an Undertaking **(Annexure-II)** on its Company's Letterhead stating that all works related to erecting of hangar structure, fabrication of stalls, installation of PA system, electrification (including wiring/cablings with properly taped and markings), etc. are done as per terms and conditions and as per the specifications of the Tender. The undertaking is required to

be submitted to the Officer-Incharge of the Fair after completion of the work and before start of the book fair. In case of any accident or untoward incident, the Contractor will be held solely responsible.

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 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: _____

**Specification of Work/ Bill of Quantity for fabrication of stalls for “Amritsar Book Fair (Punjab)”
to be organized by NBT**

Sl. No.	Particulars	Appx./ Estimated Quantity
A. 1.	<p><u>Structure</u> The hanger with Aluminum structure with waterproof and fire retardant sheet should be strong enough to sustain high speed wind/rain pressure. The hanger structure should cover 80 stalls (3x3 Mtr.) and 10 Stalls (2x2 Mtr.) with having passage of 4 mtr. (at least) in between the line of stalls/stands with entry and exit gate. Wooden platform of 9” height made with 19mm thick hard board and bed supported with providing 2”x2” wooden batons in properly leveled having no undulation, create no sound on using and covered with brand (*)new laminated carpet (two colour, one for stall and other colour for passage) on complete area. 75 ceiling/pedestal fans are required to cover up the entire area of stalls/passage. Auditorium of size 15mtr. X 25mtr. (with orange panels on all sides) is also required within/outside the hanger structure. The entire Hangar structure should be surrounded by Tin Wall and new Blue/White Cloth Wall (4 sides). At least 10 metal light should be provided one day before start of the Book Fair for setting-up/ display of Books by publishers in evening/night. The flex/branding of the book fair may be affixed/ provided on Iron Frame on the entry (which is two or three side as per the discretion of NBT having a triangular size of approx. 80 or 100 x 25 or 30 mt.) on the Hangar structure in the form of Gate / fasad as per the design provided by NBT (both side of the entrance as per the requirement) and also branding Inside the hangar (top). Specifications/size to be provided separately. Also 2 hoardings of size 20 x 20 is required. (Design to be provided by NBT). Kindly refer to the picture enclosed at the last page of the tender. Hangar should be properly closed in the night for security reasons.</p> <p>In case the Auditorium is required to be constructed outside the Hangar structure, the wooden platform with brand new synthetic laminated carpet (as per the specification mention below) is also required in the Auditorium.</p> <p>*providing & laying on hire basis a brand new laminated 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, I/C covering with polythene sheet till the inauguration of a fair. Using a brand new laminated carpet.</p>	25 x 60 sq. mtr. (1500 sq. mtr.)
2.	<p><u>Stall: Size 3m x 3m</u> Stalls with computerized lettering on vinyl cutting name fascia (with flag numbering) in English/Regional Language of size 3m x3m, each with prefab octonorm system of the same colour in each stall, <u>consisting of 9 MS shelves of size 96”x8.5” with 2” depth duly powder coated in white colour Or 27 Wire Mesh Shelves</u>, 6 LED light (each of 18 watts), one octonorm table for counter of the same colour, two black cushioned chair with arms, a plug point for computer, one mayur jug with cold water facility (20 ltr.) on per day basis, <u>one new Dustbin</u> and one kanat of good quality of size 3mx3m size with provision of proper hanging system for covering/closing the stall after the Book Fair timings. The</p>	50 - 80

	kanat should be made available to the participants a day before start of the Book Fair. 4mtr.x4mtr. Polythene to cover the books is also required in each stall. Laying & fixing of new brand laminated carpet(*) in the entire passage of indoor hall including the stall area, in case where structure is not required, should be provided by the contractor)	
3.	Stall: Size 2m X 2m Stalls with computerized lettering on vinyl cutting name fascia (with flag numbering) in English/Regional Language of size 2m x2m, each with prefab octonorm system of the same colour in each stall, <u>consisting of 6 MS shelves of size 60"x8.5" with 2" depth duly powder coated in white colour</u> , 6 LED light (each of 18 watts), one octonorm table for counter of the same colour, two black cushioned chair with arms, a plug point for computer, one mayur jug with cold water facility (20 ltr.) on per day basis, <u>one new Dustbin</u> and one kanat of good quality of size 2m x 2m size with provision of proper hanging system for covering/closing the stall after the Book Fair timings. The kanat should be made available to the participants a day before start of the Book Fair. 4mtr.x4mtr. Polythene to cover the books is also required in each stall. Laying & fixing of new brand laminated carpet(*) in the entire passage of indoor hall including the stalls/stands area, in case where structure is not required, should be provided by the contractor)	10 – 20
4.	Chemical Toilet block 4' x4' (if required) With necessary tap fittings and fixtures including washbasin with the provision of water tanker on the top having the capacity of 1000 Ltr of water on daily basis, doors (with key and lock system) with provision of water flow. Electrical fitting with bulb for sufficient light in toilet area as well as way to toilets (each separate for Ladies and Gents)	4 - 6
5.	<u>Gate Size:</u> (width 24'xheight 24') and as per design given by the office Material: Metallic frame on all four sides lettering on flex. Provision of 12 LED Halogen lights of 150 watts (4 LED each in 3 block/column) should be done in each entry gate to have proper visions for the visitors during night. Four 150 watt LED halogen light may also be provided for each gate to have sufficient illumination in the night.	2
6.	Individual rate need to be quoted for each item from S.No.7(a) to 7(g)	
a)	Backdrop in the size of 30'x8' with flex on wooden frame with lettering on flex of approved shade	3
b)	Dais: Size 30'x20'x1½' in height made of wooden platform with new brand laminated synthetic carpet(*) with needle punch of blue/red colour; table 15'x3' with table cloth and frill in front, one lightening lamp, 10 wooden cushioned arm chairs, 25 ceiling fan/pedestal fans and 10 standing Air Conditioner (2.5 ton each)should be made available two days before starting of the Book Fair for press conference. The date and timing will be informed separately by officer In-charge). Decoration of stage and dais with fresh flowers / flowers arrangements in consultation with officers in-charge along with arrangement of 24 Mineral Water Bottles (200 ML) for Dais and Name plates at the Dias (10) along with the provision of Green Room of 36 Sq. Mtr. as per the direction of the officer in-charge.	1
c)	Podium with frill along with NBT Logo (size as per requirement)	1
d)	Complete PA System and audio recording of inaugural function and other programmes along with provision of playing instrumental music during the Book Fair i. Hanging Speakers (6) and Big speakers (4) ii. Microphone HIFI (8 fixed with stand and 6 cordless microphone) (14)	1
e)	Sofa Sets (3 seater) with white covers along with 4 central tables	16
f)	Chairs with white cover for seat and back	150
g)	Queue Manager	12

7.	Brand new laminated carpet(*) for floor area (same specification as given for carpet in structure at s.no. 1)	1000 sq. mtr
8.	Ground Net (Green)	1500 sq. mtr.
9.	Pots with seasonal flowers/plants	60
10.	Fire Fighting Equipment (CO ² Water and powder mix with refilling dates) with one trained personnel with proper uniform for operating Fire Fighting Equipment.	40
11.	New brand Dustbins (Big Size) Plastic with cover (Picture attached)	10
12.	List of participants of size 12' x 6' (one each in English/ Regional language) Schedule of programs of size 12' x 6' (one each in English/ Regional language) Two Layout Designs of Book Fair of size 12'x6'	6
13.	Indicator 6' x 3' (English/Regional language)	10
14.	Sweepers for cleaning of ground are required one day before start of the Book Fair and till the end of the Book Fair (10:00 a.m. to 8:00 p.m.)	3
15.	Security personnel round the clock are required one day before start of the Book Fair and till the end of the Book Fair: (*) Rates may be given on per day basis only:	
	a) Supervisor	1
	b) Guards	3
16.	Fresh painted Steel Almirah with lock and key (Full Size) - (0.90 x 0.40 x 1.97 m)	1
17.	Wooden platform	500 sq. mtr.
18.	Preparation of Hoardings (Size: 10'x10' / 20'x10' / 5'x3' / 20'x20' / 12'x12')	3000 sq. ft.
19.	(*) Additional items, if required – (Rates may be given for full duration)	
	a) Wooden/steel tables 5'x2'	5
	b) Octonorm Table for display of Books	50
	c) Three orange Octonorm Panel Wall	30
	d) Ceiling/Pedestal Fan	50
	e) Wall Screen (Size 52") with provision of relaying live programmes	1
	f) Wooden garden bench	5
	g) Reclining chair	5
	h) Hydraulic Stool	5
	l) Hammocks	5
	j) Executive chair (wooden)	50
	k) Pagoda (2.5mtr.x2.5 mtr.)	5
	l) Pagoda (5mtr.x5mtr.)	5
	m) Executive 2 seater sofa-set	15
	n) Executive 3 seater sofa-set	15
	o) Central table	5
	p) Tin Wall	1000 sq. mtr.
	q) Cloth Wall	1000 sq. mtr.
	r) Preparation and fixing of Flex/Banners on good quality (2.5'x5' Size – as per layout provided by NBT. The location for fixing of flex/banners will be informed by Officer In-charge.	50
	s) Polythene	500 Sq. mtr.
	t) Speaker	5
	u) Microphone HIFI	5
	v) Water jug (Mayur jug) with drinking water on daily basis	1
	w) Air Conditioner (per ton)	50
	x) LED Wall Screen of Size 8'x6' with Ramp (With operator) P5	1
	y) Handsfree Touchless Foot operated Hand Sanitizer Stand with 1 Litre Sanitizer Bottle	04 on daily basis
	z) Non-contact digital infrared Thermometer Machine with running condition	02 for entire period

(*) The Contractor has to quote the rates against each of the items/furniture/equipment. These rates shall be taken into account while finalizing the tender. However, on demand of NBT, the contractor has to provide any of one or all the items/furniture/equipment as per the work-order to be issued by NBT prior to start of the Book Fair, failing which suitable penalty as deemed fit will be taken.

B. Installation of Electrical fitting

20.	LED Metal lights of 150 Watt similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	50
21.	Halogen LED Lights of 150 Watt with adjustable beam and angle complete with sufficient lighting and necessary wiring	30
22.	Zero watt Led colored / decorative bulbs	2000
23.	Open Day Light (each of 400 watt)	10
24.	Silent Generator set: The generator should be in operational condition one day before start of the Book Fair and till the conclusion of the Fair.	
	FOR HANGAR	
	One 125 KVA Generator set (with fuel and operator) for full duration	1
	One 62 KVA Generator set (with fuel and operator) for full duration	1
25.	Main line connection for total job from electric and generator set sources and providing a line for connection inside the stalls/ stands of participants, illumination of Main Gate and toilet, area of the exhibition ground and any other area of the ground, if required with proper and sufficient supply. It shall be the duty of the contractor to get the temporary electric connection for the fair at his own cost one day before start of the Book Fair. The contractor shall arrange installation of the connection, tendering of Security Deposit etc., to Government Authorities at his own cost. Only actual consumption charges will be reimbursed –to contractor by NBT on production of original bill by the contractor. In case of any problem for getting electric connection, it shall be the sole responsibility of the contractor to provide adequate supply through hiring more generators at his own cost one day before start of the Book Fair and no extra payment shall be given to contractor for hiring and providing such extra generator, if any. Note : 1. Providing power connection of various connected rating from switch board in various stands and with suitable size of cooper/aluminum 3½ /4 core armoured cable and earth wire controlled with suitable capacity switchgear such as ICTPN, ICSPN/MCB i/c end termination laying of cable in floor, trench, carpets and tapping with power supply from permanent DB of the Ground i/c connections interconnection and maintenance during the fair period. (The cables and other wiring needs to be put under the wooden ramps/rubber covering mat etc. under the carpet on ground floor. 2. Only one time payment as quoted by the Tenderer will be made in case of any increase or decrease in number of stalls.	1
26.	Street light iron poles (20'x2-½")	25
27.	Preparation & distribution of Handbills through Hawkers (Bilingual) on both sides of the good quality of paper (8x10 Size)-As per layout provided by NBT	10000
28.	Preparation of Posters on good quality (15"x18" Size)–As per layout provided by NBT	1000
29.	Photography (Photographs should be provided in the DVD and Pen Drive after the Book Fair). 100 photographs of inauguration and other important programmes are required in high Resolution in Album form in consultation with Officer In-charge	Per day basis (for 9 days)

30.	Videography (All Programmes should be provided in HD format and high Resolution. The same should be provided in the DVD and Pen Drive after the Book Fair)	Per day basis (for 9 days)
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Requirement may increase or decrease as per decision of Competent Authority.

(* The contractor is required to submit (with the letter of acceptance after our issuing of work order) a self-declaration (on the Company's letterhead with stamp/seal) certifying that the quality and specification of the carpet has been adhered to, as per the tender above.

Please Note — While submitting the pro-forma / final bill(s) for payment, please mention HSN/SAC Code on the bill(s)

- (i) SAC Code for Event/Exhibition/Book Fair is 998596**
- (ii) SAC Code for Tender document Fee is 9997**

TENDER FORM – II (FINANCIAL BID)

Specification of Work/ Bill of Quantity for fabrication of stalls for
“Amritsar Book Fair (Punjab)” Book Fair

Sl. No.	Particulars	Appx./ Estimated Quantity	Rate per unit for full duration (in Rs.)	Total for full duration (in Rs.)
A.				
1.	<p>Structure The hanger with Aluminum structure with waterproof and fire retardant sheet should be strong enough to sustain high speed wind/rain pressure. The hanger structure should cover 80 stalls (3x3 Mtr.) and 10 Stalls (2x2 Mtr.) with having passage of 4 mtr. (at least) in between the line of stalls/stands with entry and exit gate. Wooden platform of 9” height made with 19mm thick hard board and bed supported with providing 2”x2” wooden batons in properly leveled having no undulation, create no sound on using and covered with brand (*)new laminated carpet (two colour, one for stall and other colour for passage) on complete area. 75 ceiling/pedestal fans are required to cover up the entire area of stalls/passag. Auditorium of size 15mtr. X 25mtr. (with orange panels on all sides) is also required within/outside the hanger structure. The entire Hangar structure should be surrounded by Tin Wall and new Blue/White Cloth Wall (4 sides). At least 10 metal light should be provided one day before start of the Book Fair for setting-up/ display of Books by publishers in evening/night. The flex/branding of the book fair may be affixed/ provided on Iron Frame on the entry (which is two or three side as per the discretion of NBT having a triangular size of approx. 80 or 100 x 25or 30 mt.) on the Hangar structure in the form of Gate / fasad as per the design provided by NBT (both side of the entrance as per the requirement) and also branding Inside the hangar (top). Specifications/size to be provided separately. Also 2 hoardings of size 20 x 20 is required. (Design to be provided by NBT). Kindly refer to the picture enclosed at the last page of the tender. Hangar should be properly closed in the night for security reasons.</p> <p>In case the Auditorium is required to be constructed outside the Hangar structure, the wooden platform with brand new synthetic laminated carpet (as per the specification mention below) is also required in the Auditorium.</p> <p>* providing & laying on hire basis a brand new laminated 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</p>	25 x 60 sq. mtr. (1500 sq. mtr.)		

	shades & laying with approved adhesive or double side tape wherever required etc. as per the direction of Officer-In-Charge, I/C covering with polythene sheet till the inauguration of a fair. Using a brand new laminated carpet.			
2.	<p><u>Stall: Size 3m x 3m</u> Stalls with computerized lettering on vinyl cutting name fascia (with flag numbering) in English/Regional Language of size 3m x3m, each with prefab octonorm system of the same colour in each stall, <u>consisting of 9 MS shelves of size 96"x8.5" with 2" depth duly powder coated in white colour Or 27 Wire Mesh Shelves</u>, 6 LED light (each of 18 watts), one octonorm table for counter of the same colour, two black cushioned chair with arms, a plug point for computer, one mayur jug with cold water facility (20 ltr.) on per day basis, <u>one new Dustbin</u> and one kanat of good quality of size 3mx3m size with provision of proper hanging system for covering/closing the stall after the Book Fair timings. The kanat should be made available to the participants a day before start of the Book Fair. 4mtr.x4mtr. Polythene to cover the books is also required in each stall.</p> <p>Laying & fixing of new brand laminated carpet(*) in the entire passage of indoor hall including the stalls/stands area, in case where structure is not required, should be provided by the contractor)</p>	50 - 80		
3.	<p><u>Stall: Size 2m X 2m</u> Stalls with computerized lettering on vinyl cutting name fascia (with flag numbering) in English/Regional Language of size 2m x2m, each with prefab octonorm system of the same colour in each stall, <u>consisting of 6 MS shelves of size 60"x8.5" with 2" depth duly powder coated in white colour</u>, 6 LED light (each of 18 watts), one octonorm table for counter of the same colour, two black cushioned chair with arms, a plug point for computer, one mayur jug with cold water facility (20 ltr.) on per day basis, <u>one new Dustbin</u> and one kanat of good quality of size 2m x 2m size with provision of proper hanging system for covering/closing the stall after the Book Fair timings. The kanat should be made available to the participants a day before start of the Book Fair. 4mtr.x4mtr. Polythene to cover the books is also required in each stall.</p> <p>Laying & fixing of new brand laminated carpet(*) in the entire passage of indoor hall including the stalls/stands area, in case where structure is not required, should be provided by the contractor)</p>	10 – 20		
4.	<p>Chemical Toilet block 4' x4' (if required) With necessary tap fittings and fixtures including washbasin with the provision of water tanker on the top having the capacity of 1000 Ltr of water on daily basis, doors (with key and lock system) with provision of water flow. Electrical fitting with bulb for sufficient light in toilet area as well as way to toilets (each separate for Ladies and Gents)</p>	4 - 6		
5.	<p><u>Gate Size: (width 24'xheight 24')</u> and as per design given by the office Material: Metallic frame on all four sides lettering on flex. Provision of 12 LED Halogen lights of 150 watts (4 LED each in 3 block/column) should be done in each entry gate to have proper visions for the visitors during night.</p>	2		

	Four 150 watt LED halogen light may also be provided for each gate to have sufficient illumination in the night.			
6.	Individual rate need to be quoted for each item from S.No.6(a) to (g)			
a)	Backdrop in the size of 30'x8' with flex on wooden frame with lettering on flex of approved shade	3		
b)	Dais: Size 30'x20'x1½' in height made of wooden platform with new brand laminated synthetic carpet(*) with needle punch of blue/red colour; table 15'x3' with table cloth and frill in front, one lightening lamp, 10 wooden cushioned arm chairs, 25 ceiling fan/pedestal fans and 10 standing Air Conditioner (2.5 ton each)should be made available two days before starting of the Book Fair for press conference. The date and timing will be informed separately by officer In-charge). Decoration of stage and dais with fresh flowers / flowers arrangements in consultation with officers in-charge along with arrangement of 24 Mineral Water Bottles (200 ML) for Dais and Name plates at the Dias (10) along with the provision of Green Room of 36 Sq. Mtr. as per the direction of the officer in-charge.	1		
c)	Podium with frill along with NBT Logo (size as per requirement)	1		
d)	Complete PA System and audio recording of inaugural function and other programmes along with provision of playing instrumental music during the Book Fair i. Hanging Speakers (6) and Big speakers (4) ii. Microphone HIFI (8 fixed with stand and 6 cordless microphone) (14)	1		
e)	Sofa Sets (3 seater) with white covers along with 4 central tables	16		
f)	Chairs with white cover for seat and back	150		
g)	Queue Manager	12		
7.	Brand new laminated carpet(*) for floor area (same specification as given for carpet in structure at s.no. 1)	1000 sq. mtr		
8.	Ground Net (Green)	1500 sq. mtr.		
9.	Pots with seasonal flowers/plants	60		
10.	Fire Fighting Equipment (CO ² Water and powder mix with refilling dates) with one trained personnel with proper uniform for operating Fire Fighting Equipment	40		
11.	New brand Dustbins (Big Size) Plastic with cover (Picture attached)	10		
12.	List of participants of size 12' x 6' (one each in English/ Regional language) Schedule of programs of size 12' x 6' (one each in English/ Regional language) Two Layout Designs of Book Fair of size 12'x6'	6		
13.	Indicator 6' x 3' (English/Regional language)	10		
14.	Sweepers for cleaning of ground are required one day before start of the Book Fair and till the end of the Book Fair (10:00 a.m. to 8:00 p.m.)	3		

15.	Security personnel round the clock are required one day before start of the Book Fair and till the end of the Book Fair: (*) Rates may be given on per day basis only:			
	a) Supervisor	1		
	b) Guards	3		
16.	Fresh painted Steel Almirah with lock and key (Full Size) - (0.90 x 0.40 x 1.97 m)	1		
17.	Wooden platform	500 sq. mtr.		
18.	Preparation of Hoardings (Size: 10'x10' / 20'x10' / 5'x3' / 20'x20' / 12'x12')	3000 sq. ft.		
19.	(*) Additional items, if required – (Rates may be given for full duration)			
	a) Wooden/steel tables 5'x2'	5		
	b) Octonorm Table for display of Books	50		
	c) Three orange Octonorm Panel Wall	30		
	d) Ceiling/Pedestal Fan	50		
	e) Wall Screen (Size 52") with provision of relaying live programmes	1		
	f) Wooden garden bench	5		
	g) Reclining chair	5		
	h) Hydraulic Stool	5		
	l) Hammocks	5		
	j) Executive chair (wooden)	50		
	k) Pagoda (2.5mtr.x2.5mtr.)	5		
	l) Pagoda (5mtr.x5mtr.)	5		
	m) Executive 2 seater sofa-set	15		
	n) Executive 3 seater sofa-set	15		
	o) Central table	5		
	p) Tin Wall	1000 sq. mtr.		
	q) Cloth Wall	1000 sq. mtr.		
	r) Preparation and fixing of Flex/Banners on good quality (2.5'x5' Size – as per layout provided by NBT. The location for fixing of flex/banners will be informed by Officer In-charge.	50		
	s) Polythene	500 Sq. mtr.		
	t) Speaker	5		
	u) Microphone HIFI	5		
	v) Water jug (Mayur jug) with drinking water on daily basis	1		
	w) Air Conditioner (per ton)	50		

	x)	LED Wall Screen of Size 8'x6' with Ramp (With operator) P5	1		
	y)	Handsfree Touchless Foot operated Hand Sanitizer Stand with 1 Litre Sanitizer Bottle	04 on daily basis		
	z)	Non-contact digital infrared Thermometer Machine with running condition	02 for entire period		
	<p>(*) The Contractor has to quote the rates against each of the items/furniture/equipment. These rates shall be taken into account while finalizing the tender. However, on demand of NBT, the contractor has to provide any of one or all the items/furniture/equipment as per the work-order to be issued by NBT prior to start of the Book Fair, failing which suitable penalty as deemed fit will be taken.</p>				
B. Installation of Electrical fitting					
20.		LED Metal lights of 150 Watt similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	50		
22.		Halogen LED Lights of 150 Watt with adjustable beam and angle complete with sufficient lighting and necessary wiring	30		
22.		Zero watt Led colored / decorative bulbs	2000		
23.		Open Day Light (each of 400 watt)	10		
24.		<p>Silent Generator set: The generator should be in operational condition one day before start of the Book Fair and till the conclusion of the Fair.</p> <p>FOR HANGAR</p>			
		One 125 KVA Generator set (with fuel and operator) for full duration	1		
		One 62 KVA Generator set (with fuel and operator) for full duration	1		

25.	<p>Main line connection for total job from electric and generator set sources and providing a line for connection inside the stalls/ stands of participants, illumination of Main Gate and toilet, area of the exhibition ground and any other area of the ground, if required with proper and sufficient supply. It shall be the duty of the contractor to get the temporary electric connection for the fair at his own cost one day before start of the Book Fair. The contractor shall arrange installation of the connection, tendering of Security Deposit etc., to Government Authorities at his own cost. Only actual consumption charges will be reimbursed –to contractor by NBT on production of original bill by the contractor. In case of any problem for getting electric connection, it shall be the sole responsibility of the contractor to provide adequate supply through hiring more generators at his own cost one day before start of the Book Fair and no extra payment shall be given to contractor for hiring and providing such extra generator, if any.</p> <p>Note :</p> <p>1. Providing power connection of various connected rating from switch board in various stands and with suitable size of cooper/aluminum 3½ /4 core armoured cable and earth wire controlled with suitable capacity switchgear such as ICTPN, ICSPN/MCB i/c end termination laying of cable in floor, trench, carpets and tapping with power supply from permanent DB of the Ground i/c connections interconnection and maintenance during the fair period. (The cables and other wiring needs to be put under the wooden ramps/rubber covering mat etc. under the carpet on ground floor.</p> <p>2. Only one time payment as quoted by the Tenderer will be made in case of any increase or decrease in number of stalls.</p>	1		
26.	Street light iron poles (20'x2-½")	25		
27.	Preparation & distribution of Handbills through Hawkers (Bilingual) on both sides of the good quality of paper (8x10 Size)-As per layout provided by NBT	10000		
28.	Preparation of Posters on good quality (15"x18" Size)-As per layout provided by NBT	1000		
29.	Photography (Photographs should be provided in the DVD and Pen Drive after the Book Fair). 100 photographs of inauguration and other important programmes are required in high Resolution in Album form in consultation with Officer In-charge	Per day basis (for 9 days)		
30.	Videography (All Programmes should be provided in HD format and high Resolution. The same should be provided in the DVD and Pen Drive after the Book Fair)	Per day basis (for 9 days)		
Amount				
GST 18%				
Total Amount				

Requirement may increase or decrease as per decision of Competent Authority.

(* The contractor is required to submit (with the letter of acceptance after our issuing of work order) a self-declaration (on the Company's letterhead with stamp/seal) certifying that the quality and specification of the carpet has been adhered to, as per the tender above.

NOTE:

1. **No additional work may be done by the Contractor without obtaining the written approval of DD(Exhibition) or Officer-In-Charge of the Fair failing which no payment will be made for the additional work.**
2. Rates for the items 6 (a) to (g) for one day as well as for full duration including inaugural day may be mentioned.
3. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc. except GST which shall be paid on rates applicable from time to time under the ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule.
4. **The quantities mentioned in the schedule may be increased or reduced at the discretion of NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.**
5. **We have read the “Terms & Conditions” mentioned in the Tender Document and agree that they are the part of Tender Document and also agree to abide by them.**

(SIGNATURE OF THE CONTRACTOR)
(WITH SEAL)

Turnover Certificate
(To be submitted on letter head of practicing Chartered Accountant)

TO WHOMSOEVER IT MAY CONCERN

We have verified the books of accounts and related record of M/s. _____ situated at Address of the Firm/Agency _____ and on verification of the records, we hereby certify that average Turnover and net worth of this mentioned entity/firm during the last three financial years which are as under:

Sr.No.	Financial Year	Turnover Rs. in lacs	Experience (Rs. In lacs)
1.	2016-17		
2.	2017-18		
3.	2018-19		
4.	2019-20		
5.	2020-21		
Total			
Average Annual Turn Over of last five years			

Signature and seal of Chartered Accountant
Name & Seal of the Firm:
Membership No:
Firm Reg. No:
UDIN:

Place:

Date:

TO WHOMEVER IT MAY CONCERN
(To be submitted on Company's/Firm's Letterhead)

I/We, _____ submit that all works related to erecting of hangar structure, fabrication of stalls, installation of PA system, electrification (including wiring/cabling with properly taped and markings), etc. are done properly and as per terms and conditions and as per the specifications of the Tender. In case of any accident or untoward incident, I/We _____ will be held solely responsible.

Signature

Name of Contractor/Firm

Seal of the Firm

Place:

Date:

**New brand Dustbins
(Big Size)**





