



NATIONAL BOOK TRUST, INDIA

Nehru Bhawan, 5, Institutional Areal, Phase-II

Vasant Kunj, New Delhi – 110 070

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Ref.: CC/18-19/NDWBF-19/Hiring/Projector/

Dated: 22.11.2018

The National Book Trust, India (NBT) is an autonomous body, under Ministry of Human Resources Development established by Government of India in the year 1957 to develop reading habits and creation of book culture in the Country. The NBT invites sealed bid for hiring of Plasma, Projector and other equipments for New Delhi World Book Fair-2019, which is scheduled to be held from 05th January to 13th January 2019 at Pragati Maidan. Details of such equipments and its quantities are given at the enclosed Annexure-I.

You are requested to kindly submit your technical & financial bids in sealed covers in two parts duly marked as Technical Bid (Envelope-I) and Financial Bid (Envelope-II) with the name of the project written on each envelope. The bids must reach to the office of the Computer Cell, National Book Trust, India, “Nehru Bhawan”, 5, Institutional Area, Phase- II, Vasant Kunj, New Delhi-110070 latest by 11:00 AM on 05th December 2018. The bids should conform to the terms and conditions of the Tender document (Annexure-II).

Yours faithfully,

(Mukesh Kumar)
Assistant Director (Admin)

TENDERING PROCESS

Tender is invited in two parts i.e. (i) Technical Bid and (ii) Financial Bid. Both parts of bid is to be submitted to National Book Trust, India along with the Earnest Money Deposit (EMD) of Rs.5,000 (Rupees Five Thousand only) and Tender Fee of Rs.1,180/- (Rupees One Thousand One Hundred Eighty only) (inclusive tax) in sealed envelope clearly marked as “Tender for hiring of Plasma, Projector and other equipments for New Delhi World Book Fair-2019”.

SUBMISSION OF TENDER

Start date & time for sale of Tender Document:	17:00 Hrs on 22 nd Nov. 2018.
Close Date and Time:	11:00 Hrs on 05 th December 2018.
Technical bid opening Date:	11:30 Hrs on 05 th December 2018.
Tender Fee:	Rs.1,180/- (inclusive of GST) (Non-refundable)
EMD	Rs.5,000/- (Refundable without interest)

TECHNICAL INFORMATION AND UNDERTAKING:**Essential Documents to be attached:**

- i. DD of Rs.1,180/-(inclusive of 18% GST) in favour of National Book Trust, India, Payable at New Delhi.
- ii. DD of Rs.5,000/- in favour of National Book Trust, India, Payable at New Delhi.
- iii. Xerox copy of PAN & GST Certificate.
- iv. Duly signed copy of Tender Document by the authorised person of the bidder.
- v. Duly signed list of technical staff.
- vi. The firm should be registered and should have existence of at least 5 years. The firm should have the experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies for 3 years in Hiring of Projectors etc. Copies of the experience certificates should be self-attested and enclosed with the Tender Document.
- vii. A certificate to be submitted from the firm that the firm has not been debarred for award of contract during past 5 years.
- viii. Certified copy of Income tax returns for last 3 years (2015-16, 2016-17 and 2017-18).
- ix. Certified copy of last three years balance sheet showing minimum annual turnover of Rs.10 lakhs each year continuously (2015-16, 2016-17 and 2017-18).
- x. The Bidder must submit an undertaking that they have the required number of equipments as mentioned at Annexure-I.
- xi. Specimen Signature, Name, Address, Contact No., designation/capacity of the authorised person who has been assigned on behalf of the firm for signing the tender document on plain paper.
- xii. All the documents including tender document must be self-attested by authorized person.

Note: All the essential documents Sr.No.i to xii for technical bid must be qualified for the opening of financial bid.

Late Applications: Any application received after the last date and time for submission for the same, shall not be accepted. Applications received after the last date shall be summarily rejected.

Evaluation Criteria

The evaluation of all responsive tender will be made first on the basis of technical and commercial information. The Financial bid of such firms found valid based on all technical parameters only will be opened on the same day. It must be kept in view that no decision will be given by the tender Evaluation Committee or any inferences drawn during the meeting of this committee for the tenders. The bidders' representatives will be their own view and the Trust will not be responsible and will not abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be

further subject to any specific terms and conditions of the contract. The Competent Authority of NBT will have sole discretion in selection or rejection of a bid received in this regard.

OTHER TERMS AND CONDITIONS

- a. The Bidder shall not utilize or publicize or disclose or part with any statistic, data or information from the system. Failing which legal action as deemed fit may be taken.
- b. The bidding firm should be well established and must have proven renting experience in the similar magnitude of work for last 3 years. In support of this the bidder must enclose the relevant document with its technical bid.
- c. The rates should be quoted in Indian Rupees in figure as well as words. If there is any discrepancy in rates between words and figure, the amount least/lowest will prevail.
- d. Taxes, as applicable shall be deducted.
- e. 100% payments shall be made on production of a pre-receipted invoice after successful and satisfactory completion of the work on the basis of PVR.
- f. The vendor shall not assign or sublet the work/job to any other person or party. In case of subletting, the performance security and EMD amounts shall stand forfeited and such contractor shall also be blacklisted for future tendering of the Trust.
- g. Equipments are to be commissioned on turnkey basis from 5th January to 13th January 2019.
- h. Installations in full operational form of all equipments should be completed latest by 03:00 PM on January 4th, 2019.
- i. The equipments are to be installed at Pragati Maidan New Delhi. (Most likely at Pragati Lounge and/or other Halls that are booked by the Trust for the purpose of Exhibition). It may be noted that geographically separate areas need not be networked. However, the equipments that are placed adjacent/nearby to each other are required to be networked.
- j. The NBT at its discretion may either increase or decrease the quantities and number of days as provided in the schedule (Annexure – I) and no claim in this regard shall be entertained if considered necessary any item could be dropped completely.
- k. Rates quoted should be inclusive of insurance, freight, maintenance, transportation and other incidental expenses including those for extension boards/cords, RJ-9/RJ-11 sockets, wires etc.
- l. Rates quoted should also be inclusive of services of on-site engineers as specified in Annexure I for troubleshooting purposes. The availability of site engineer of the Tendering agency shall be so ensured during the entire period that response time for any troubleshooting /operational rectification is not more than half an hour.
- m. The Vendor shall indemnify the hirer against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the equipment or any other part thereof.
- n. The vendor must ensure that all equipments as specified in Annexure – I should work throughout the duration of World Book Fair and equipments should not be more than one year old and must be in very good quality/condition. Proportionate deductions will be made in case of non-working of

equipments as specified in Annexure-I on penalty basis from the rentals payable. In addition to above the Trust may also invoke penalty of 10% of bill amount in case of non-compliance.

- o. Bidder shall not be permitted to withdraw his offer or modify the terms and conditions thereof after acceptance of tender. In case the Tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of earnest money will be forfeited by NBT.
- p. No terms and conditions other than as stipulated above will be entertained. Tenders without acceptance of the terms and conditions stipulated above are liable to be rejected.
- q. The Bidder/contractor shall ensure the compliance of all Statutory Acts and rules including the EPF Act and any other Labour Acts. The NBT shall not be liable for any financial burden/ liability due to negligence by the contractor or his failure to comply with labour laws or any other Statutory Acts/Rules as per notifications issued from Govt. of India from time to time.
- r. The Director, NBT India reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- s. All disputes relating to this tender shall be referred to sole arbitrator to be appointed by the Director, NBT India whose decision will be binding on both the parties.
- t. NBT, India may consider for extension for the contract to the successful bidder for another 3/4 years based on satisfactory work performance of the firm succeeded in getting award of contract at the same cost and same terms & conditions for the same on mutual agreement basis.
- u. Bids shall be valid for a period of 90 days from the date of opening of bids.
- v. Before award of the contract the successful Tenderer will be required to deposit towards a sum equivalent to 5% of the total value of the contract, towards performance security (returnable) after adjustment of Earnest Money Deposited in the form of a Demand Draft drawn in favour of National Book Trust, India, payable at Delhi. The Security Money deposited by the successful Tenderer will be retained till satisfactory completion of the supplies and the event.
- w. **The bidder should submit the technical bid and financial bid in two separate envelopes duly superscribed technical bid for website maintenance in NBT and financial bid duly superscribed as financial bid in respect of website maintenance in NBT. Technical bids shall be opened first of all bidders and thereafter financial bid will be opened in respect of those bidders who shall qualify technically as per tender's terms and conditions. Both technical & financial bids should be kept in a separate form duly superscribed as Tender for hiring of Plasma, Projector and other equipments for New Delhi World Book Fair-2019.**
- x. In case of failure to complete the job in time, NBT shall impose a penalty up to Rs.2,000 per day apart from legal action, which the Trust may deem fit. The contractor may also be blacklisted for future work. In such situation, NBT shall have the right to make alternative arrangement for completion of the work through some other contractor of its choice. The entire cost so incurred by the NBT will have to be borne by the original contractor and may be deducted from their bill or Security amount.

- y. All disputes arising out of this tender shall be subjected to jurisdiction of Courts at New Delhi.
- z. The 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 -70.

SIGN AND SEAL:

The Bidder must sign and affix his seal on every page of the Tender Document by the authorised person and the complete Signed Tender Document must be submitted along with the technical bid.

I/We accept the above terms and conditions of tender.

Bidder's Name:

Bidder's Signature with 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 the NBT and shall abide by them.
2. I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

Date:

Bidder's Signature with Seal

Place:

Annexure I: FINANCIAL BID

Annexure – I

S. No	Item	Qty. (a)	Hiring charges per item per day (inclusive all taxes) (In Rs) (b)	Total Cost per day (inclusive all taxes) (In Rs) [a x b]
01	LCD Data Projector with Projection Screen (XGA 1024 x 768 x 3 & 4' x 6' screen) with Laptop and USB (With Operator)	1		
02	Plasma Screen 42" inch with Floor Stand having port for attaching DVD Player and USB with Laptop	3		
03	Plasma Screen 56" inch with Floor Stand having port for attaching DVD Player and USB with Laptop	1		
04	Wall Screen size (12' X 8') with Stand, Operator, Laptop and Wires	1		
Total (Rs.)				

Total Cost (In words): _____

GST No.: _____ PAN No.: _____ Regd. No _____

Earnest Money Details: DD No. _____ Amount= _____ Dt. _____

Name of the Firm: _____

Address & Telephone No.: _____

Authorized Signatory:

Name:

Date:

Place:

Seal:

