



## NATIONAL BOOK TRUST, INDIA

Nehru Bhawan, 5, Institutional Areal, Phase-II

Vasant Kunj, New Delhi – 110 070

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

Email: office.nbt@nic.in

www.nbtindia.gov.in

Ref.: CC/18-19/NDWBF-20/Hiring/Plasma/

Dated: 25.11.2019

The National Book Trust, India (NBT) is an autonomous body, of **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. NBT invites sealed bids for **hiring of Plasma, Projector, Camera and other equipment** for **New Delhi World Book Fair-2020**, which is scheduled to be held from **04<sup>th</sup> January to 12<sup>th</sup> January 2020** at **Pragati Maidan**. Details of such equipment and its quantities are given in **Annexure-I**.

You are requested to 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 event written on each envelope. The bids must reach the office of **National Book Trust, India, "Nehru Bhawan", 5, Institutional Area, Phase- II, Vasant Kunj, New Delhi-110070** latest by **11:00 AM on 03<sup>rd</sup> December 2019**. The bids should conform to the term & conditions of the Tender Document (Annexure-II).

Yours faithfully,

(Mayank Surolia)

Deputy Director (Estt. & 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.5000 (Rupees Five Thousand only)** and Tender Fee of **Rs.1180 (Rupees One Thousand One hundred Eighty only)** in sealed envelope clearly marked as **"Tender for hiring of Plasma, Projector and other equipment for New Delhi World Book Fair-2020"**.

## **Submission of Tender**

Start date & time for sale of Tender Document: 17:00 Hrs on 25<sup>th</sup> Nov. 2019.

Close Date and Time: 11:00 Hrs on 03<sup>rd</sup> Dec. 2019.

Technical bid opening Date: 11:30 Hrs on 03<sup>rd</sup> Dec. 2019.

Tender Fee: Rs.1,180/-(inclusive of 18% 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/- 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 authorized person of the bidder.
- v. Duly signed list of 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 computer, printer 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 (2016-17, 2017-18 & 2018-19).
- ix. Certified copy of last three years balance sheet showing minimum annual turnover of Rs.10 lakhs each year continuously (2016-17, 2017-18 and 2018-19).
- x. The Bidder must submit an undertaking that they have the required number of equipment as mentioned at Annexure-I.
- xi. Specimen Signature, Name, Address, Contact No., designation/capacity of the authorized 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, page numbering indexing.

***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. If such instance happens, 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**

1. The bid should be strictly as per the specifications/format as provided at **Annexure-I** and should conform to all the technical terms mentioned herein. Failure to furnish all relevant information as required or submission of bid not substantially responsive to this document in every respect will be at the bidder's risk and is liable to be summarily rejected. No correspondence in this regard will be entertained.
2. 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 lower amount will prevail.
3. Taxes, as applicable shall be deducted.
4. 100% payments shall be made on production of a pre-receipted invoice after successful and satisfactory completion of the work after conclusion of the Fair.
5. The bidder shall sign all pages of the Technical & Financial Bids and should enclose all required supporting documents.
6. Equipments should be of good quality and not more than one year old.
7. The Bidder must submit an undertaking that they have the required number of equipment as mentioned in **Annexure-I**. The vendor shall not assign or sublet the work/job to any other person or party. In case of subletting, the performance security shall stand forfeited and such contractor shall also be blacklisted for future tendering of NBT.
8. In case the bidder fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the specifications or if the successful bidder backs out after award of the contract, performance security shall be liable to be forfeited.
9. Sealed bids should be superscribed as "Tender for Plasma, Projector, Camera and other equipment for New Delhi World Book Fair-2020", and also addressed to the Director, National Book Trust, India.
10. Sealed bids must reach the office of National Book Trust, India by **11:00 AM** on **December 03<sup>rd</sup>, 2019**. Bids shall be opened on the same working day at **11:30 AM** in the presence of the bidders or their representatives, who wish to be present. In case the date of opening bids happens to be a Govt. holiday and in case of any unforeseen situation, the bids will be opened on the next working day.
11. Bids shall be valid for a period of 90 days from the date of opening.
12. NBT may waive off any minor infirmity or may seek any clarification, if so desired.
13. Equipment are to be commissioned on turnkey basis from **4<sup>th</sup> January to 12<sup>th</sup> January 2020**.
14. Installations in full operational form of all equipment should be completed latest by **03:00 PM on January 03<sup>rd</sup>, 2020**.
15. The equipment are to be installed at Pragati Maidan New Delhi. (Most likely at Pragati Lounge and/or other Halls that are booked by NBT for the purpose of Exhibition). It may be noted that geographically separate areas need not be networked. However, the equipment that are placed adjacent/nearby to each other are required to be networked.

16. The NBT at its discretion may increase or decrease the quantities and number of days as provided in **(Annexure – I)** and no claim in this regard shall be entertained. If considered necessary any item could be dropped completely.
17. 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.
18. Rate quoted should also be inclusive of services of on-site engineers as specified in **Annexure I** for troubleshooting purposes. **The availability of site engineer of the Tendering agency shall be so ensured during the entire period that response time for any troubleshooting/operational rectification is not more than half an hour.**
19. The Vendor shall indemnify NBT 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.
20. The vendor must ensure that all equipment as specified in **Annexure – I** should work throughout the duration of World Book Fair and the **equipment should not be more than one year old and must be of very good quality/condition.** Proportionate deduction will be made in case of non-working of equipment as specified in **Annexure-I** on penalty-basis from the rentals payable. In addition to above NBT may also impose penalty of 10% of bill amount in case of non-compliance.
21. 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 amount of earnest money will be forfeited by NBT.
22. When deemed necessary, NBT may seek clarification on any aspect from the bidder. The NBT will award the contract to the bidder, whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bid is determined to be qualified to perform the job satisfactorily. NBT shall, however, not bind itself to accept the lowest or any bid, wholly or in part.
23. Director, National Book Trust, India reserves the right to accept or reject any bid or cancel the entire tender proceedings without assigning any reasons whatsoever and without incurring any liability therefor.
24. Incomplete tenders are liable to be rejected.
25. Before award of the contract the successful Tenderer will be required to deposit **a sum equal to 5% of the total value of the contract,** towards performance security (refundable) after adjustment of Earnest Money Deposit 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 job and conclusion of the event.
26. If, at any time during performance of the contract, the Contractor encounters conditions impeding timely execution of the work, he/she shall promptly notify NBT, in writing of the facts of delay, its likely duration and its cause(s). As soon as practicable, after receipt of the Contractor's notice, NBT shall evaluate the situation and may at its discretion extend the time for completion.
27. If the equipment supplied is not as per NBT specifications in terms of material and quality, the Performance Security Deposit along with full payment due against bill(s) will be forfeited. Besides, the firm will be blacklisted for future participation in NBT Tendering process.

## **Annexure – I** **Financial BID**

| S. No              | Item   | Qty. | Hiring charges per item per day (In Rs) (b) | Total Cost per day (In Rs) [a x b] |
|--------------------|--|------|---|------------------------------------|
|                    |  | (a)  |   |                                    |
| 01                 | <b>LCD Data Projector with Projection Screen (XGA 1024 x 768 x 3 &amp; 4' x 6' screen) with Laptop and USB (With Operator)</b> | 2    |   |                                    |
| 02                 | <b>LCD Data Projector with Projection Screen 5000 Lumens (4' x 6' screen) with Laptop and USB (With Operator)</b>              | 1    |   |                                    |
| 03                 | <b>Plasma Screen 42" inch with Floor Stand</b> having port for attaching DVD Player and USB with Laptop                        | 4    |   |                                    |
| 04                 | <b>Screen Covering Charges for LCD in case of installation outside the Hall</b>  | 1    |   |                                    |
| 05                 | DVD Player   | 1    |   |                                    |
| <b>Total (Rs.)</b> |  |      |   |                                    |
|                    | <b>Additional Item</b>   |      |   |                                    |
| 01                 | Wall Screen size (12 X 8 ) with Stand, Operator, Laptop and wire   | 2    |   |                                    |
|                    |  |      |   |                                    |

Total Cost (In words): \_\_\_\_\_

GST No.: \_\_\_\_\_ PAN: \_\_\_\_\_ Regd. No \_\_\_\_\_

Earnest Money Details: DD No. \_\_\_\_\_ Amount= \_\_\_\_\_ Dt. \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

Address & Telephone No.: \_\_\_\_\_

Authorized Signatory:

Name:

Date:

Place:

Seal: