

**Tender Document No. 4-5/2024-25/Exh./FBF**

**TENDER DOCUMENT**

**Subject: Fabrication of INDIA NATIONAL STAND at Frankfurt Book Fair (16-20 October 2024) at Frankfurt, Germany**

**Estimate Value/Cost of Tender: Euros 155000**

1. National Book Trust, India (under Ministry of Education, Govt. of India) with its mandate of Promotion of Indian Books Abroad, invites sealed tenders/bids for **Fabrication of INDIA NATIONAL STAND at Frankfurt Book Fair (16-20 October 2024) at Ludwig-Erhard-Anlage 1, 60327, Frankfurter am Main, Germany.**
2. The National Institute of Design (NID), Ahmedabad (under Ministry of Commerce & Industry, Govt. of India) is the Design Partner of National Book Trust, India (NBT-India). NID would be responsible for design of the INDIA NATIONAL STAND and also for supervision of the fabrication and other related work.
3. **The Tender is Open to those stand builders who have the experience of having worked on creating/fabricating the National Stands/large pavilions/similar work at International Book Fairs, especially at Frankfurt Book Fair.**
4. Tender for fabrication of INDIA NATIONAL STAND should be submitted in two sealed envelopes viz. **Technical Bid (Envelope-I) & Financial Bid (Envelope-II).** **Technical Bid (Envelope-I)** shall contain the entire Tender Bid Documents with Terms and Conditions, Annexures II & III) and the Application form (Annexure V) duly signed by the authorized person or persons as a token of acceptance of terms and conditions of contract and work specification. **Financial Bid (Envelope-II)** shall contain Price Schedule of quantities in Euros. The Tenderer is also required to make a Presentation on the basis of the design specifications.
5. Bids placed in sealed covers in two envelopes duly marked as **Technical Bid (Envelope-I) and Financial Bid (Envelope-II)** with the name of the project written on each envelope (Both the envelopes i.e. I & II) should be placed inside an outer envelope and marked on top as **“Tender for fabrication of INDIA NATIONAL STAND at Frankfurt Book Fair 2024”**. The tenders will be received latest by 15 September 2024 till 5:00 p.m (GMT+2). addressed to Mr. Vibha Kant Sharma, Consul (PIC), in the office of Consulate General of India at Frankfurt, Friedrich-Ebert-Anlage 26, 60325 Frankfurt am Main Germany. The documents can also be emailed at [hoc.frankfurt@mea.gov.in](mailto:hoc.frankfurt@mea.gov.in) or [nbtforeigncell@gmail.com](mailto:nbtforeigncell@gmail.com).
6. The technical bid shall be opened on **16 September 2024 at 11:00 a.m. (GMT+2)** in the presence of the tenderers or their representatives who wish to be present in the office of Consulate General of India at Frankfurt, Friedrich-Ebert-Anlage 26, 60325 Frankfurt am Main Germany. The technical bids shall be scrutinized by the Committee on various parameters constituted for the purpose.

The opening of the Technical bids will be followed by Digital Technical presentations made by the representatives of the tenderers.

**The Financial Bids** of only those Tenderers whose Technical Bids and Digital Presentation are acceptable to Tender Committee shall be opened **on 16 September 2024 at 3:00 p.m. (GMT+2)** in the office of Consulate General of India at Frankfurt, Friedrich-Ebert-Anlage 26, 60325 Frankfurt am Main Germany, and the decision of the tender committee in this regard shall be final and binding.

7. **Schedule of Tender.**

S.N.	Tender Schedule	Date and time
1	Date of issue of Tender document	03 September 2024
2	Last Date of submission of Tenders	15 September 2024 till 5:00 p.m. (GMT+2)
3	Date of opening of the Technical Bid and Digital Creative Presentation	16 September 2024 at 11:00 a.m. (GMT+2)
4	Date of opening of Financial Bids	16 September 2024 at 3:00 p.m. (GMT+2)

8. The tenderer should quote their rates **in figures** as well **as in words** in EURO in the price schedule. The amount for each item should be quoted and the requisite totals should be given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies VAT etc. which shall be paid at the rates applicable from time to time. No extra payment shall be made in addition to the accepted rate as per the Price Schedule by NBT-India. If there is any discrepancy in rates between words and figures, the amount least/lowest will prevail.
9. Each bidder shall submit only one tender.
10. The Bidder shall bear all costs associated with the preparation of their Tender including cost of preparation for the purpose of clarification of the Tender, if so desired by the Tender Committee. The NBT-India in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
11. The acceptance of a tender will solely rest with the Competent Authority of NBT-India, who is not bound to accept the lowest tender and reserves the right to reject any or all the tenders received, without assigning any reason whatsoever.
12. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect, are liable to be rejected.
13. Tender containing any condition leading to unknown/indefinite liability is liable to be summarily rejected.
14. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Tenderers who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by the Committee.
15. The Tenderers, in their own interest, are advised to inspect the space for INDIA NATIONAL STAND – A34, B34 & B35 – at Messe Frankfurt (Ludwig-Erhard-Anlage 1, 60327, Frankfurter am Main, Germany) for fabrication of “INDIA NATIONAL STAND” before submitting their tenders. They should also go through the Technical Drawings & Specifications and Rendering simulations (Annexures II & III) for clear understanding of the Pavilion design.
16. The Tender Committee shall have right to issue Addendum (if any) to Tendered 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 to Tender.

**GENERAL TERMS AND CONDITIONS**

1. **Parties**: The parties to the contract are the contractor(s), to whom the work has been assigned, and the National Book Trust, India (NBT-India) through its Director.
2. **Address**: For all purposes of the contract including arbitration thereunder, the address of the contractor(s) mentioned in the Bid(s) shall be final unless the contractor(s) notifies a change of address to NBT-India. The contractor(s) shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Contractor(s)**: The term contractor(s) shall mean company, firm or party to whom the contract is awarded, and their heirs, legal representative, assigns and successors.
4. **Specification of work**: The Specification of work shall mean the specification of work as specified and forming part of this contract.
5. **Priced Schedule of Quantities**: Priced Schedule of Quantities shall mean the schedule of quantities duly priced with the accepted quoted rates of the Bidders.
6. **Bid(s)**: The entire set of Bid(s) paper issued to the Tenderers should be submitted fully priced and also signed on each page to indicate acceptance of the Tender terms by the Bidders. Committee reserves the right to summarily reject a bid where the tender documents are not signed by the bidder. The schedule of quantities shall be filled in as follows:
  - i) The “Rate” column to be legibly filled using Ball pen or typed both in numerical / figures as well as in words.
  - ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity)
  - iii) All corrections are to be signed.
  - iv) In case of any errors / omissions in the quoted rates, the rates given in the Bid(s) marked “original” shall be taken as correct rates. No modifications, writings or corrections can be made in the Bid(s) papers by the Tenderers.

NBT-India reserves the right to reject the lowest or any Bid(s) and also to discharge any **or** all the Bid(s) of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning reasons.
7. **Signing of Bid(s) Documents**: Individual signing the Bid(s) **or** other documents connected with contract must specify whether he/she signs as:
  - (a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
  - (b) A partner of the firm, if it be a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
  - (c) Director or a principal officer duly authorized by the Board of Directors of the Company.

**NOTE:**

- (i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the Bid(s).

- (ii) In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the Bid(s) and all other related documents must be signed by all partners of the firm.
  - (iii) A person signing the Bid(s) form or any documents forming part of the Bid(s) on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the person so signing had no authority to do so, the Director, NBT-India without prejudice, shall cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.
  - (iv) The Tenderer should sign and affix his/her firm's stamp at each page of the Bid(s) and all its Annexure as the acceptance of the offer made by the Contractor(s) will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING BID(S).**
  - (v) Any correction, mutilation or overwriting in figures of rates should be supported by signature of the bidder; otherwise the quotation will not be considered.
8. **Rates Quoted:** The rates quoted in the tender shall be for each item for the entire duration of the Fair until it is specifically mentioned. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies, etc., at rates applicable from time to time as per applicable Act. No extra payment shall be made by NBT-India in addition to the accepted rates.
9. **Opening of Bid(s):** The Tenderer is at liberty either himself/herself **or** an authorized representative (not more than one) to be present at the opening of the Bid(s). The representative attending the opening of the Bid(s) on behalf of the Tenderer should bring with him/her a letter of authority from the Tenderer and proof of identification.
10. **Criterion for Evaluation of Bid(s):** The NBT-India will examine the Bid(s) to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Bid(s) are generally in order. A Bid determined as not substantially responsive will be rejected by the NBT-India and may not subsequently be made responsive by the Tenderer by correction of non-conformity.
11. The Technical Bids will be opened on **16 September 2024 at 11:00 a.m. (GMT+2)** in the office of Consulate General of India at Frankfurt, Friedrich-Ebert-Anlage 26, 60325 Frankfurt am Main Germany. The evaluation of all responsive tenders will be made first on the basis of technical and commercial information furnished in the Form given in Chapter-5.
- The opening of the Technical Bids will be followed by the Digital Presentation, which will be evaluated based on the criteria mentioned in Chapter 4.**
12. The representatives of NBT-India shall have the authority to inspect the warehouse and office(s) of the Tenderer to determine the capability of their executing the job. If it is felt that the Tenderer does not have the capability to carry out the specified job, then in such an event, NBT-India reserves the right to reject the bid on technical grounds. The decision of NBT-India in this regard would be final and binding.
13. **The Financial Bids of only those Tenderers whose Technical Bids and Digital Presentation are acceptable to the committee**, shall be opened on **16 September 2024 at 3:00 p.m. (GMT+2)** in the office of Consulate General of India at Frankfurt, Friedrich-Ebert-Anlage 26, 60325 Frankfurt am Main Germany.
14. The award of work will be further subject to the specific terms and conditions of the contract given. in Chapter - 3.
15. **Communication of acceptance/right of acceptance:** The successful Bidder will be informed of the acceptance of his/her tender through email.
16. **Performance Security:** The bidder shall submit the performance security to the value of 10%

**of the basic value of contract in the form of Demand Draft or alternatively in the form of bank guarantee to NBT-India within three days** from the date of issue of work order. The performance guarantee can be forfeited by order of the NBT-India in the event of any breach or negligence or non-observance of any condition of contract or in case the fabrication is delayed beyond the period stipulated by NBT-India. The performance/security money so deposited will be retained till conclusion of the Fair and refunded along with balance payment **without any interest**.

17. **Force Majeure:** Neither party shall be in default if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, natural calamities, civil commotion, strikes, acts of terrorism, labor disputes and government or public authority's demands or requirements.
18. **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; the NBT-India shall have the power to terminate the contract without previous notice.
19. **Breach of terms and conditions:** In case of breach of any of terms and conditions mentioned above, the Competent Authority of NBT-India will have the right to cancel the work order/job without assigning any reason therefor and nothing will be payable by NBT-India in that event and the security deposit shall also stand forfeited.
20. **Subletting of work:** The firm shall not assign or sublet the work/job to any other person or party. In such case, NBT-India will impose penalty as it deems fit or even such contractor(s) can be blacklisted from applying to any future bids/tender of the NBT-India.
21. **Arbitration:** If any difference arises concerning this contract, its interpretation or the payment to be made thereunder, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the Secretary, Department of Legal Affairs. Such request shall be accompanied with a laminated 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 laminated 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 thereunder and in force shall be applicable to such proceedings.
22. **Legal jurisdiction:** The contract shall be deemed to have been concluded in Frankfurt, Germany and all obligations hereunder shall be deemed to be located at Frankfurt, and the Courts in Frankfurt, Germany will have jurisdiction to the exclusion of all other Courts.

**CONDITIONS SPECIFIC TO THE CONTRACT**

1. The Tender is Open for those stand builders who have the experience of having worked on creating/fabricating the NATIONAL STAND at International Book Fairs and especially at Frankfurt Book Fair. Relevant documents as proof need to be submitted with the Tender document.
2. Acceptance of the Tender will be communicated to the Contractor in writing within 2 days of approval of successful bidder by the Competent Authority of NBT-India.
3. **Incomplete Bid(s) are liable to be rejected. It means Contractor(s) should quote for all items. If any item is missed or not quoted, then its value will be considered as "ZERO" and the contractor(s) has to provide that item/facility free of cost.**
4. The quantities mentioned in the schedule may be increased or reduced at the discretion of the NBT-India and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely. The variation in quantities will be costed at the same rates as mentioned in the Financial Bid, and the amount adjusted in the final bill accordingly.
5. When deemed necessary, the Tender committee may seek clarification on any aspect from the Tenderers. However, that would not entitle the Tenderers to change or cause any change in the rates or any part of the Bid(s). The NBT-India may, if so desire, ask the Tenderers to give presentation for the purposes of clarification of the Bid(s). All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Tenderers.
6. The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting Bid(s) at their own cost. If required, the leveling of the ground shall be done by the Contractor(s) at his/her own cost.
7. The Tender committee will open the Bid(s) in the presence of the Tenderers or their authorized representative, who may choose to be present at the Embassy of India, Frankfurt (Germany).
8. After the selection of the vendor by the Committee based on the selection process, the costs and rates as quoted by the vendor is not to be deemed as final, and clarifications might be asked from the selected vendor regarding any inflated cost mentioned by the vendor, and there can be corrections/revisions for the same requested from the vendor, before the release of the Work order with the finalized rates and costs.
9. A detailed briefing will be given by the designer to the selected vendor, regarding all aspects of the design, with supporting technical files and drawings and all possible references that will assist in understanding the design and clarifying the deliverables. All digital artworks for production or printing will be released by the designer to the vendor according to a mutually agreed upon schedule.
10. After the award of the Work Order there can be changes in any of the item/s as described in the drawings, which might mean a modification or complete change in any item, especially after creating the prototype or sample of the same. Such changes if affecting the costs, need to be approved by the client on recommendation from the designer, before production or execution is commenced. Any change in design, if not approved by the client, is taken for production, the liability and risk for the same lies with the vendor.
11. The successful Bidder would be handed over the site for execution of work after award of work order and they should start the work immediately.
12. The successful Bidder must complete the work satisfactorily and handover the completion certificate.
13. The contractor shall engage technically qualified personnel in sufficient numbers for executing the work.
14. **Insurance**: It will be the responsibility of the 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 NBT-India at the time of handing over the constructed site after completion of work. He should take necessary precautions to safeguard against possible hazards/ accidents. NBT-India shall not be liable to pay any additional amount to the Contractor in case of any

accident/mishappening 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.

15. The contractor shall indemnify and keep indemnified the NBT-India 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.
  - 15.1 Before commencing execution of the work, the Contractor shall, without in any way limiting his obligations and responsibilities under this condition, obtain and deposit with the NBT-India, 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-India) by or arising out of carrying out of the contract.
16. Liquidated Damages: In case of failure to complete the job in time, NBT-India shall impose a penalty of EURO 5000 per hour apart from legal action, as NBT-India may deem fit. The contractor may also be blacklisted for future work. In such situation, NBT-India shall have the right to make alternate arrangement for completion of the work through some other contractor(s) of its choice. In that event, the Security Deposit amount will be forfeited.
17. 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 compensate to the value of loss thus incurred.
18. During the period of construction/equipment/fitting, the contractor shall have to make his own arrangement for facilities at Book Fair Ground such as water, electricity, security, etc.
19. 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-India for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots or any other reason, whatever it maybe.
20. The contractor will be responsible for the up-keep and maintenance of the entire structure/equipment/fitting constructed by him till the end of the Fair, for which no extra payment shall be made. Breakage and damages, if any, should immediately be replaced / repaired without any extra cost.
21. Contractor should ensure that all electrical equipment, etc. installed are in working order. If there is a power failure or if the P.A. system/mike/microphone/speaker, Generator Set, does not work due to any reason, then 20% of the amount of electrical bill shall be deducted as penalty. Hence, contractor should take appropriate measures to avoid such situation.
22. **Payment Schedule:** 40% payment of the total contract value will be made to the contractor on the commencement of the work. Another 40% of the total value quoted in the financial bid will be made to the contractor during the Fair, **subject to a physical verification done by a physical verification by Committee comprising officers of NBT-India, the NID and the Consulate General of India.** The remaining 20% payment shall be made along with invoice security deposit **without any interest** on completion of Book Fair on production of the bill. In case, anything adverse about the contractor or his work is received at Headquarters from the Physical Verification Committee at the Fair, then this 40% part payment can be reduced or even the entire amount can be held up.
23. **All payment related to the fabrication of INDIA NATIONAL STAND will be made through the Embassy of India, Berlin/Consulate General of India, Frankfurt.**
24. The NBT-India reserves the right to accept or reject any Bid(s), and to annul the Bid(s) process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected Tenderers on the grounds for NBT-India's action.
25. 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. In such case, the NBT-India can impose penalty as deemed fit or even such contractor can be blacklisted from any future bidding process of the NBT-India.
26. The decision of the NBT-India **with regard to all terms & conditions shall be final and binding.**
27. If, at any time during performance of the contract, the contractor should encounter conditions impeding timely execution of the work, he/she shall promptly notify the NBT-India in writing of the fact of delay, its likely duration and its causes. As soon as practicable, after receipt of the contractor's notice, the NBT-India shall evaluate the situation and may at its discretion extend the

- contractor's time for performance.
28. **On conclusion of the Fair, the structure must be dismantled and the material removed as per the guidelines of Frankfurter Buchmesse, Germany.** This has to be ensured by the contractor that the hall is cleared by the stipulated date and time otherwise the contractor would be liable to pay all the penalty/rent as imposed by Frankfurter Buchmesse, Germany to NBT-India and such penalty shall be adjusted by NBT-India from the contractor's final bill/performance security or through legal action.
  29. In the event of items not being in required quantities or specifications, 20% penalty of the total value of the billed amount will be imposed by NBT-India.
  30. The quality of material to be used for the fabrication should conform to the approved model. Any deviation in quality will render the contractor liable to penalty as may be decided by the NBT-India. The decision of the NBT-India in this regard shall be final and binding on the contractor.
  31. All the furniture to be provided shall be without any defect and should be scratch-less and stainless and as per the specifications mentioned in the tender document. The samples of the furniture should be got approved from the officer In-charge beforehand. In case of supply of sub-standard/defective material, furniture etc., the officer In-charge from NBT-India shall have the power to deduct/recover full amount of the respective items against the payments due to the contractor.
  32. **Validity of the Bid:** The bid submitted by the contractor shall be valid for a minimum period of 1 year computed from the date of opening of the Financial Bid.



**QUALIFICATION CRITERIA FOR DIGITAL CREATIVE PRESENTATION:**

1. The Digital Creative presentation (of not more than 20 minutes) should give a clear portrayal of how the party will execute the production and installation work maintaining all the design intent as mentioned in the drawings and BoQ. This should include structural, material and finishes the agency plans to use, interpreting the requirements mentioned by the designer. The agency should also show the technical abilities (regarding wood and metal fabrication, digital printing facilities, furniture making expertise, lighting expertise, etc.) that it has, which will be used for this project.
2. The production and executing schedule and time plan should also be presented.
3. As the vendor is expected to also be the supplier of rented equipment, lighting, furniture and appliances to be used, the capabilities regarding the same should also be portrayed. All technical certifications regarding structural, fire and electrical approvals regarding the stall from the Messe Frankfurt authorities also should be handled by the vendor, and any experience regarding the same should be mentioned.

**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-India and shall abide by them.
2. I/We have seen the 'BOQs' and specifications required for the construction/fabrication of INDIA National Stand and shall execute the work accordingly to the given specification/standard.
3. I/We further undertake that the information given in this tender is true and correct in all respects and I/We hold the responsibility for the same.

(Signature of the Tenderer with seal of the firm)

**CHECK LIST**  
**(For Technical and Financial Bids)**

The following Items will constitute the Technical and Financial Bids:

S.N.	Particular(s)	Attached	Page
<b>TECHNICAL BID</b>			
1	Name of the Tenderer		
2	Nature of Concern		
3	Present Address of the Contractor/Party		
4	Permanent Registered Address of the Contractor/Party		
5	List of Major Customers, given on a separate sheet and proof of satisfactory execution of work (minimum 5 customers)		
6	Proof of last three consecutive years' turnover of the firm (minimum 50,000 EURO turnover for each year)		
7	Self-attested copies of authenticated balance sheet for last 03 consecutive years		
8	Self-attested copy of the Income Tax Return for last 03 consecutive years		
9	Proven experience of working on international projects/exhibitions with proof – minimum five major projects of similar nature and scale		
10	Proven experience of having worked on fabrication of pavilions for National stands /similar work at International Book Fairs		
11	Proof of Infrastructure regarding the following aspects: a. Proof of work done that has involved the usage of wood/wood board based fabrication, digital printing and custom made designs b. Capacity and infrastructure related to in-house digital printing, description and photographic proof c. Capacity and infrastructure for rented furniture systems & lighting & electricals., and d. Capacity for handling structural quality and fire-proof standard verifications		
12	Personnel: Number of employees employed by Vendor in the company with minimum qualification: Technical/Non-technical		
13	Specimen signature, name, address, contact No., designation/ capacity of the person OR authorized person signing the tender document on plain paper		
<b>Please Ensure the Following before submission of the Tender Bid:</b>			
1.	The Technical Bid documents are properly indexed with page numbers; The Undertaking form and Application Form (Annexure IV) is filled in.		
2	Each page of the Tender document and its Annexures (II, III & IV) are printed, signed and stamped and submitted along with the Technical Bid documents, and the Undertaking		
<b>FINANCIAL BID</b>			
1	Annexure-I of the Tender Document (Financial Bid) – Specification of Work/Bill of Quantity, mentioning all the Unit price and amount quoted.		

**NOTE: The Tenderers who do not fulfill and submit the above documents will not be considered and their bids will be liable for rejection.**

**APPLICATION FORM**

To,

**National Book Trust, India**

5, Institutional Area, Phase-II Vasant Kunj,  
New Delhi – 110 070 INDIA

Sub.: Submission of Tender for FABRICATION OF INDIA NATIONAL STAND at Frankfurt Book Fair (16-20 October 2024) at Messe Frankfurt, Germany

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to National Book Trust, India. I/We shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards the quality of service and in case of any dispute; the decision of the Director National Book Trust, India shall be final and binding on me/us.

I/WE shall have no claim to the refund of Security money prescribed against this tender in the event of my/our non-compliance of the contract, or in case of unsatisfactory services/violation of any term/terms or if I/We withdraw my tender at any stage during the period of validity, provided such contract is implemented within the period of validity of my/our tender.

My/our tender shall remain valid in the financial year (2024-25) from the last date prescribed for submission of the tender against the above-mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favourable consideration.

*I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unconditional acceptance.*

Thanking you,

Yours faithfully,

Date: \_\_\_\_\_

Signature with official seal

Place: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name \_\_\_\_\_