Ref.: CC/15-16/NDWBF-16/Hiring/Projector/  Dated: 26.11.2015

The National Book Trust, India an apex body, established by Government of India in the year 1957 to develop reading habits and creation of book culture in the Country invites sealed tender for hiring of Plasma, Projector, Camera and other equipment for New Delhi World Book Fair-2016 to be held from 9th January to 17th January 2015 at Pragati Maidan. Details of such equipments and their quantities are provided at Annexure-I of this tender document.

You may kindly submit your sealed bid for the same so as to reach the office (Computer Cell) of National Book Trust, India at Nehru Bhawan, 5, Institutional Area, Phase- II, Vasant Kunj, New Delhi-110070 latest by December 15th, 2015 - 1700 hrs (Tuesday). The bid should conform to all the instructions as provided in Annexure II of this tender document.

Yours faithfully,

(Mayank Surolia)
Assistant Director (Admin)
Annexure-II

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 instructions 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 bidders' risk and will result in rejection of the bid. No correspondence will be entertained in case the bid is rejected on this account.

2. Bids must be accompanied along with an Earnest Money (EMD) of Rs.5,000/- (Rupees Three thousand only) in the form of a demand draft/purchase order drawn in favour of National Book Trust, India payable at Delhi. In the absence of the EMD, the bid would be rejected.

3. The bidding firm should be well established and must have proven renting experience for the events of similar magnitude in the last 3 years. In support bidder must enclose the document.

4. The registration no. of the firm along with the LST/CST number should be mentioned in the quotation. Details of Permanent Account Number (PAN) of the firm should also be mentioned. Bidder is required to produce the copies of valid Registration Certificate along with the copies of last 3 years income tax return certificates.

5. The rates should be quoted in Indian Rupees and the rates shall be fixed.

6. Taxes, as applicable shall be deducted.

7. 100% payments shall be made on production of a pre-receipted invoice after successful completion of the work.

8. Bidder shall sign all pages of the quotation and enclose supporting documents.

9. In case of any discrepancy between rates mentioned in figures and words, the latter shall prevail.

10. Equipment should not be more than one year old and must be in very good condition.

11. Bidder must submit an undertaking that he has required number of equipment mentioned at Annexure-I, at his disposal.

12. 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 can also be blacklisted for future tendering of the Trust.

13. EMD amount shall, however, be liable to be forfeited if the bidder either 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 is liable to be forfeited.

14. Sealed bids superscribing “Quotation for Hiring of Plasma, Projectors Camera and other equipment for New Delhi World Book Fair-2016”, should be addressed to Director, National Book Trust, India.

15. Sealed bids must reach the office (Computer Cell) of National Book Trust, India on or before the due date, which is December 15th, 2015 - 1700 hrs (Tuesday). Bids shall be opened on the next working day at 1100hrs in the presence of the bidders who choose to be present at the opening of bids. In the event of due date being a closed holiday or a declared holiday for central government offices, the due date for submission of the bid will be the following working day at the appointed time and venue.

16. Bids should be valid for a period of 90 days after the due date.

17. National Book Trust, India may waive any minor infirmity or may seek any clarification, if so desired.

18. Equipments are to be commissioned on turnkey basis from 9th January to 17th January 2015. (both days inclusive).

19. Installations in full operational form of all equipments should be completed latest by December 8th, 2015 - 1700 hrs (Friday)

20. The equipments are to be installed at Pragati Maidan. (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 equipment that are placed adjacent/near by to each other are required to be networked.

21. The NBT at its discretion may either increase or decrease the quantities and number of days as provided in the schedule (Annexure – I). The NBT also reserves the right to drop any item completely.

22. 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.
23. 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.

24. 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.

25. The vendor must ensure that all equipments as specified in Annexure – I work throughout the duration of World Book Fair and equipment should not be more than one year old and must be in very good 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.

26. 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 to the Government.

27. When deemed necessary, the NBT may seek clarification on any aspect from the bidder. The NBT will award the contract to the successful 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 order satisfactorily. The NBT shall however not bind itself to accept the lowest or any bid, wholly or in part.

28. Director, National Book Trust, India reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reasons whatsoever.

29. Incomplete quotations are liable to be rejected.

30. Before award of the contract the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal to 5% of the value of the contract, after adjustment of Earnest Money Deposit only 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.

31. If, at any time during performance of the contract, the Contractor encounters 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 time for completion.

32. If the bulk supplied is not as per NBT specifications in terms of material and quality, the Performance Security Deposit alongwith full payment due against bill(s) will be forfeited. Besides, the firm will be blacklisted for future.
## Annexure - I

<table>
<thead>
<tr>
<th>S. No</th>
<th>Item</th>
<th>Qty. (a)</th>
<th>Hiring charges per item per day (In Rs) (b)</th>
<th>Total Cost per day (In Rs) [a x b]</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>LCD Data Projector with Projection Screen (XGA 1024 x 768 x 3 &amp; 4' x 6' screen) with Laptop and USB (With Operator)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Plasma Screen 42&quot; inch with Floor Stand having port for attaching DVD Player and USB (With Operator)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>LED Projector (5000 Lumens) having port for attaching Laptop and USB (With Operator) 72 Inches</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Screen Covering Charges for LCD in case installation outside the Hall</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Digital Video Camera having directly recording facility on DVDs.</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>06</td>
<td>DVD Player</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total (Rs.)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Additional Item**

<table>
<thead>
<tr>
<th>S. No</th>
<th>Item</th>
<th>Qty. (a)</th>
<th>Hiring charges per item per day (In Rs) (b)</th>
<th>Total Cost per day (In Rs) [a x b]</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Wall Screen size (12 X 8 ) with Laptop</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Total Cost (In words): 

CST/LST No.: ________________ PAN No.: ________________

Earnest Money Details: ________________________________

Name of the Firm: ________________________________

Address & Telephone No.: ________________________________

Authorized Signatory:

Name: ________________________________

Date: __________________

Place: __________________

Seal: __________________