

**UNION TERRITORY OF CHANDIGARH
CHANDIGARH ADMINISTRATION
CHANDIGARH BOOK FAIR COMMITTEE (CBFC)
Office – T.S. Central State Library, Sector 17, Chandigarh.
(Tel) 0172-2702565, 2748211 (Fax) 2743115**

**e-TENDER FOR TEMPORARY CONSTRUCTION OF STALLS, USING
PAGODA SYSTEM AND INSTALLATION OF ELECTRICAL FITTINGS, PA
SYSTEM, ETC. ON HIRE BASIS FOR CHANDIGARH BOOK FAIR - 2013,
AT PARADE GROUND, SECTOR 17, CHANDIGARH.**

PERIOD OF BOOK FAIR : 13th to 18th November, 2013
TIME OF BOOK FAIR : 11:00 a.m. – 8:00 p.m.

Milestone dates of e- Expression Of Interest

I	Downloading of e-tender document	Start date 24.09.2013 at 10.00AM End Date : 12.10.2013 at 1.00 PM
II	Clarification, if any	Start date 24.09.2013 at 10.00AM End Date : 12.10.2013 at 1.00 PM
III	Date of submission of e-tender.	Start date 24.09.2013 at 10.00AM End Date : 12.10.2013 at 1.00 PM
IV	Physical submission of EARNEST MONEY DEPOSITED (EMD), eligibility documents and other necessary documents	Start date 24.09.2013 at 10.00AM End Date : 12.10.2013 at 1.00 PM
V	Opening of Pre-Qualification & Technical Bid (online)	14.10.2013 at 11.00 P.M
VI	Opening of Price Bid	14.10.2013 at 3.00 P.M.

1. The Bid Document can be downloaded from the Chandigarh Administration website <http://chandigarh.gov.in> or <http://etender.chd.nic.in/nicgep>. However, for general information, guidance and reference, the Bid Document can also be viewed and downloaded from Education Department website <http://www.cslchd.nic.in>
2. All other terms and conditions, instructions to bidder regarding e-tender, process etc. may kindly be seen from the detailed Notice Inviting e-tender available/ downloaded on the above noted web sites.

Member Secretary

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NOTICE INVITING e-TENDER

Subject : Submission of e-Tender for temporary construction of stalls, using Pagoda system and installation of electrical fittings, PA system, etc. on hire basis for “Chandigarh Book Fair - 2013” to be held from 13 to 18 November 2013 at the Parade Ground, Sector 17, Chandigarh.

e-tenders/bids are hereby invited for providing temporary construction of stalls, using Pagoda system and installation of electrical fittings, PA system, etc. on hire basis for Chandigarh Book Fair – 2013, 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 annual turnover of 25 lakhs per annum in the last three years.

1. The bidders shall have to submit their Bids online in Electronic Format Digital Signatures. For participation in the e-tender, the Bidders need to register themselves on <http://eE.O.I.s/chd.nic.in/nicgep>. On registration they will be provided user ID and a system generated password enabling them to submit their bids online using Digital System Certificates (DSC).
2. E-tender without digital signatures will not be accepted by the Electronic E.O.I. System. No e-tender will be accepted in physical form and in case, it has been submitted in the physical form without e-tender, it shall be rejected summarily.
3. Bids will be opened online as per time schedule mentioned.
4. Before submission of online bids, bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid well before the due date.
5. Chandigarh Book Fair Committee will not be responsible for any delay in online submission of Bids due to any reason whatsoever.
6. It will be mandatory for all the Bidders to upload all the documents mentioned in the tender document.
7. Bidders should get ready with the scanned copies of EARNEST MONEY DEPOSIT (EMD) amounting to Rs.50,000/- as specified in the tender document. The original instructions in respect of Bid, EMD and Hard copies of all the Eligibility Documents as uploaded by the Bidders should be submitted only to the designated authority and within the stipulated time period.
8. The conditional bids shall not be considered and may be outrightly rejected at very first instance.
9. The bidders are required to upload self attested copies of the relevant documents required as per terms and conditions, failing which their bids may be summarily/ out-rightly rejected and will not be considered any further.

10. Tender should be submitted online. However, the documents of e-tender in physical form should be submitted in two envelopes as under:-

- (i) First envelope superscribed titled as **“Prequalification bid”** should contain EARNEST MONEY DEPOSIT (EMD) and affidavit of Non-Blacklisting.
- (ii) The second envelope superscribed as **“Technical Bid”** should contain the Documentary proof of experience and annual turnover.

These two Envelopes should be sealed and put in an outer envelope to be superscribed as “E-tender for temporary construction of stalls, using Pagoda system and installation of electrical fittings, PA system, etc. on hire basis for “Chandigarh Book Fair - 2013” to be held from 13 to 18 November 2013 at the Parade Ground, Sector 17, Chandigarh. The envelopes must be sealed and must bear stamp of the vendors on the face of the envelope. Unsealed envelope will not be entertained and rejected outrightly. **The documents may be sent to the office of Librarian Incharge, T.S. Central State Library, Sector 17, Chandigarh or can be dropped in the tender box placed at the Reception of the Library as per schedule.**

11. Any e-tender submitted online but without physical submission of documents in hard copy and without the acknowledgement of the Member Secretary, Chandigarh Book Fair Committee will be treated as invalid and shall be rejected without opening. There will not be any liability on Chandigarh Book Fair Committee on this account.

12. Tender will be opened in two parts/ stages ie. Firstly, Pre-qualification bid will be opened and if documents therein are found as per the terms and conditions of tender document, then only Technical Bid will be opened. If documents therein are as per the terms and conditions of tender document, then the financial bids of technically qualified firms will be opened.

13. **TECHNICAL BID** : The technical bid shall be opened online in the presence of the Tenderers or their representatives who wish to be present on the schedule date and time. The technical bids shall be scrutinized by the Committee constituted for the purpose. The Financial bids of those contractors whose technical bids are acceptable to Chandigarh Book Fair Committee shall alone be opened and the decision of Chandigarh Book Fair Committee in this regard shall be final and binding.

14. **FINANCIAL BID** : The financial bid shall be quoted by the vendors/ bidders through e-tendering as per BOQ pattern. The Financial bid should contain rates only. The rates should be mentioned both in figures as well as words. Any change in rate quoted by the vendors afterwards will entail forfeiture of Security Deposit & cancellation of tender and blacklisting of the firm as per instructions of Chandigarh Administration. The rates quoted in the Price Schedule shall be FOR destination inclusive of all taxes, levies etc except service Tax which shall be paid at rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule. If there is any discrepancy in rates between words and figure, the amount in words will prevail.

15. Earnest Money Deposit (EMD) amounting to **Rs.50,000/-** is to be deposited with the tender in the form of Demand Draft/ Banker's Cheque payable at Chandigarh and drawn in the favour of Chandigarh Book Fair Committee, otherwise the tender is liable for rejection. **E.M.D in the form of Bank Guarantee or any other form is not acceptable.**

16. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of preparation for the purpose of clarification of the Tender, if so desired by the Chandigarh Book Fair Committee. The Chandigarh Book Fair Committee in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
17. The acceptance of a tender will rest with the Competent Authority of Chandigarh Book Fair Committee who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, 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.
18. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.
19. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
20. Tenders shall remain open for acceptance for a period of **3 months** from the date of opening of Technical Bid. If the Tenderer withdraws his tender before the expiry of the said period or makes any modifications in terms and condition of the tender which are not acceptable to Chandigarh Book Fair Committee 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 then the Chandigarh Book Fair Committee without prejudice to any other right or remedy be at liberty to forfeit the earnest money.
21. The items given in the specification of work are approximate. Requirement may increase or decrease as per decision of competent Authority of CBFC, India.

Yours faithfully,

**Member Secretary,
Chandigarh Book Fair Committee**

GENERAL TERMS AND CONDITIONS

Subject: Submission of Tender for temporary construction of stalls, using Pagoda system and installation of electrical fittings, PA system, etc. on hire basis for **”Chandigarh Book Fair-2013, to be held from 13 to 18 November 2013 at the Parade Ground, Sector 17, Chandigarh.**

1. Parties

The parties to the contract are the contractor (the Tenderer to whom the work have been awarded) and the Chandigarh Book Fair Committee through the Chairman.

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 Chandigarh Book Fair Committee. 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, sole proprietor or the party to whom the Contract is awarded and his/ 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 contractor.

6. TENDERS

The entire set of documents mentioned e-tender should be submitted fully priced and also digital signatures appended which will indicate the acceptance of the tender by the Tenderer. The schedule of quantities shall be filled in as follows:

- i) The “Rate” column to be clearly typed both in English figures and English words. **If there is any discrepancy between figure and words, the amount in words will prevail.**
- ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity)
- iii) 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 Chandigarh Book Fair Committee reserves the right to reject the lowest or any tender and also to discharge any or all of 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 open for consideration for a period of 1 year from the date of opening of the tender (Price Bid).

7. Preparation and Submission of Tender

- (A) Tender should be submitted online. However, the documents of e-tender in physical form should be submitted in two envelopes as under:-

- (i) First envelope superscribed titled as **“Prequalification bid”** should contain EARNEST MONEY DEPOSIT (EMD) and affidavit of Non-Blacklisting.
- (ii) The second envelope superscribed as **“Technical Bid”** should contain the Documentary proof of experience and annual turnover.

These two Envelopes should be sealed and put in an outer envelope to be superscribed as “E-tender for temporary construction of stalls, using Pagoda system and installation of electrical fittings, PA system, etc. on hire basis for “Chandigarh Book Fair - 2013” to be held from 13 to 18 November 2013 at the Parade Ground, Sector 17, Chandigarh, as per schedule mentioned. The envelopes must be sealed and must bear stamp of the venders on the face of the envelope. Unsealed envelope will not be entertained and rejected outrightly. **The documents will be received till 12.10.2013 at 1:00 P.M. in the office of Librarian Incharge, T.S. Central State Library, Sector 17, Chandigarh or can be dropped in the tender box placed at the Reception of the Library, as per schedule.**

Any e-tender submitted online but without physical submission of documents in hard copy and without the acknowledgement of the Member Secretary, Chandigarh Book Fair Committee will be treated as invalid and shall be rejected without opening. There will not be any liability on Chandigarh Book Fair Committee on this account.

Tender will be opened in two parts/ stages ie. Firstly, Pre-qualification bid will be opened and if documents therein are found as per the terms and conditions of tender document, then only Technical Bid will be opened. If documents therein are as per the terms and conditions of tender document, then the financial bids of technically qualified firms will be opened online.

TECHNICAL BID : The technical bid shall be opened online as mentioned in the schedule in the presence of the Tenderers or their representatives who wish to be present. The technical bids shall be scrutinized by the Committee constituted for the purpose. The Financial bids of those contractors whose technical bids are acceptable to Chandigarh Book Fair Committee shall alone be opened and the decision of Chandigarh Book Fair Committee in this regard shall be final and binding.

FINANCIAL BID : The financial bid shall be quoted by the vendors/ bidders through e-tendering as per BOQ pattern. The Financial bid should contain rates only. The rates should be mentioned both in figures as well as words. Any change in rate quoted by the vendors afterwards will entail forfeiture of Security Deposit & cancellation of tender and blacklisting of the firm as per instructions of Chandigarh Administration. The rates quoted in the Price Schedule shall be FOR destination inclusive of all taxes, levies etc except service Tax which shall be paid at rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule. If there is any discrepancy in rates between words and figure, the amount in words will prevail.

(B). Signing of Tender

Individual signing the tender 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 execute 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, the Chairman, Chandigarh Book Fair Committee, without prejudice, 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 Annexure 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 NOTICE INVITING TENDER.**
- (v) Any correction, mutilation or overwriting in figures of rates should be supported by your signature; otherwise the quotation may not be considered.

8. Rates quoted

The rates quoted in the tender 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 service. Tax which shall be paid at rates applicable from time to time as per applicable ACT. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule.

9 Opening of tender

The Tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tender should bring with him a letter of authority from the Tenderer and proof of identification.

10. Criterion for Evaluation of Tenders

The Chandigarh Book Fair Committee will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Tenders are generally in order. A Tender determined as not substantially responsive will be rejected by the Chandigarh Book Fair Committee and may not subsequently be made responsive by the Tenderer by correction of non-conformity.

Tender will be opened in two parts/ stages ie. Firstly, Pre-qualification bid will be opened and if documents therein are found as per the terms and conditions of tender document, then only Technical Bid will be opened. If documents therein are as per the terms and conditions of tender document, then the financial bids of technically qualified firms will be opened.

11. Earnest money

Earnest Money of **Rs.50,000/-** should be submitted in the form of a Demand Draft favoring Chandigarh Book Fair Committee, payable at Chandigarh along with Technical bid of their tenders.

11.2 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the Tenderer 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 to CBFC.

11.3 The tenders without Earnest Money Deposit will be summarily rejected.

11.4 No claim shall lie against Chandigarh Book Fair Committee in respect of erosion in value or interest on the amount of Earnest Money Deposit or security deposit.

12. Validity of bids

The bids shall be valid for a period of **3 months** from the date of opening of the tenders. This has to be so specified by the Tenderer in the financial bid.

13. Award of tender

Financial bids shall be opened online, of only those tenders who will qualify pre-qualification bid and the Technical Bid.

14. Right of acceptance

Chandigarh Book Fair Committee reserves the right to accept or reject any or all tenders/quotations without assigning any reason and also does not bind itself to accept the lowest quotation or any tender. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation or any tender.

15. Communication of acceptance/right of acceptance

The Chandigarh Book Fair Committee reserve all rights to reject any tender including of 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 the CBFC in this regard is final and binding. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work prejudice the contractor's quotation. Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time provided for Security Deposit, if any will be communicated.

16. Performance Security

The successful bidder would have to submit the performance guarantee to the value of 10% of the basic value of contract in the form of DD or alternatively in the form of bank guarantee to Chandigarh Book Fair Committee within 02 days from the day of issue of work order. The earnest money shall be adjusted against the performance guarantee to be submitted by the successful bidder. The performance guarantee can be forfeited by order of the Chandigarh Book Fair Committee in the event of any breach or negligence or non-observance of any condition of contract or in case the construction is delayed beyond the period stipulated by Chandigarh Book Fair Committee. The Security Money so deposited will be retained till conclusion of the Fair and refunded along with balance 50% 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, civil commotion, strikes, acts of terrorism, labour 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 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 CBFC shall have the power to terminate the contract without previous notice.

19. Breach of terms and condition

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 therefore and nothing will be payable by this Department 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.

21. Arbitration

If any difference arises concerning this Agreement, its interpretation or the payment to be made there under, 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 i.e. Secretary Education, Chandigarh Administration whose decision shall be final and binding on the parties thereto. The provisions of Arbitration & Conciliation Act, 1966 as applicable to Union Territory of Chandigarh, shall apply to the said Arbitration proceedings.

22. Blacklisting of Applicant/ Firms

The applicant/ firms participating in the tender and shortlisted after due processing of tender can be blacklisted, as per the Finance Department, Chandigarh Administration notification No.1927-F&PO(3)-2009/1170 dated 27th February, 2009 for non-fulfilling the requisite requirements of the tender documents/ supply order or for concealing any information or for furnishing any false document/ statements in the tender.

23. Legal jurisdiction

The agreement shall be deemed to have been concluded in the Union Territory of Chandigarh and all obligations hereunder shall be deemed to be located at the Union Territory of Chandigarh and the Court within Union Territory of Chandigarh will have jurisdiction to the exclusion of all other Courts.

24. Validity of tender

The tender is valid for a period of **3 months**.

CONDITIONS SPECIFIC TO THE CONTRACT

1. The Tender should be submitted online in the prescribed Tender Form chapter 6.
2. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of preparation for the purposes of clarification of the Tender, if so desired by the Chandigarh Book Fair Committee. The Chandigarh Book Fair Committee in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
3. 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 may be rejected. In case, no rate is mentioned against the column, then its value will be considered as 'ZERO' and Tenderer 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 Chandigarh Book Fair Committee and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
5. When deemed necessary, the Chandigarh Book Fair Committee 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. The Chandigarh Book Fair Committee 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.
6. The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting Tenders **at their own cost**.
7. The Chandigarh Book Fair Committee will open the Tenders online in the presence of the Tenderers or their authorised representatives, who may choose to be present at the following location:

T.S. Central State Library,
Sector 17, Chandigarh.
8. The successful contractor would be handed over the site for construction of work **before two days of commencing of the Book Fair** and he should start the work immediately.
9. The successful contractor must complete the work satisfactorily **before one day of commencing of the Book Fair by 5.00 p.m.** and handover the charge of the ground fair to the Officer-In-Charge of the Fair in writing. In case, no letter for handing over of the fair ground is given by the Tenderer, the Chandigarh Book Fair Committee shall consider the recommendation of the Officer-In-Charge for debiting the amount towards delay in work, if any.
10. The contractor shall engage technically qualified personnel for executing the work.
11. Security money and performance guarantee amount shall, however, 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 contractor backs out after award of the contract, Earnest Money Deposit shall be forfeited and also the contractor will be blacklisted for work in future.
12. Liquidated Damages: In case of failure to complete the job in time Chandigarh Book Fair Committee shall impose a penalty of **Rs.10,000** per hour apart from legal action, which CBFC may deem fit. The contractor may also be blacklisted for future work. **In such situation, Chandigarh Book Fair Committee shall have the right to make alternative arrangement for completion of the work through some other contractor of its choice. In that event, the entire cost so incurred by CBFC will have to be borne by the original contractor and may be deducted from their bill or Security amount.**
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, brought to the notice of the Officer-In-Charge, the contractor will be liable to pay 20% penalty 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 ensure 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 Chandigarh Book Fair Committee for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots.
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/repared without any extra cost.
17. 50% payment of the billed amount will be made to the contractor during the Fair, subject to a physical verification by the officers of the CBFC. The remaining 50% payment shall be made at office of T.S. Central State Library, Sector 17, Chandigarh, along with EMD and security **without any interest** on completion of Book Fair.
18. Income tax shall be deducted at source as applicable under the rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Annexure 2,** without which the Tender is liable to be rejected.
19. The Chandigarh Book Fair Committee 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 CBFC action.
20. The Chandigarh Book Fair Committee 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 Tenderer 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. The decision of the Chandigarh Book Fair Committee **with regard to all terms & conditions shall be final and binding.**
23. If, at any time during performance of the contract, the contractor should encounter conditions impeding timely execution of the work, he shall promptly notify the Chandigarh Book Fair Committee 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, the Chandigarh Book Fair Committee shall evaluate the situation and may at its discretion extend the contractor's time for performance.
24. On conclusion of the Fair, the contractor must remove the installations **on the next day of the completion of the book fair by 6.00 p.m.** **In case, the materials/items are not removed in time, necessary penalty as deemed fit shall be imposed.**
25. In the event of items not being in required quantities or specifications, penalty will be imposed as under:

A. CIVIL CONSTRUCTION

a)	Stalls (2.5m x 2.5m) & (5m x 2.5m)	25% of the quoted rate of the component
b)	Auditorium	
c)	Office Block	
d)	Reception	
e)	Gate	
f)	For other items	15% of the quoted rate

B. ELECTRICAL FITTINGS & P.A. SYSTEM

a)	For not providing specified lamps & bulbs	25% of the quoted rate of the component
b)	Generator Set as per specification of capacity, etc.	
c)	PA System & Microphone as per specification	
d)	Other work	15% of the quoted rate

26. Validity of the bid

The bid submitted by the Tenders shall be valid for a minimum period of **3 months** computed from the date of opening of the bid.

Parameters for executing the work (Qualification Criteria)

The firm should be registered and should have existence of at least 5 years.

1. The firm has to declare the Company profile such as partnership/ sole proprietorship/Memorandum & article of Association of the company.
2. The firm should have the experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies for 3 years. Copy for documents in support of their claim should be enclosed.
3. Certified copy of last three years balance sheet showing minimum annual turnover of Rs.25 lakhs each year continuously.
4. Certified copy of Income tax returns for last 3 years (2010-11, 2011-12 and 2012-13).
5. Attested copy of Registration.
6. Attested copy of Service tax return.
7. Attested copy of PAN card.
8. The Company should not have been debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization.
9. Specimen. Signature, Name, Address, Contact No., designation/capacity of the person signing the tender document on plain paper.

SPECIFICATION OF WORK/ BILL OF QUANTITY

Sl. No.	Particulars	Appx./ Estimated Quantity
A.		
1.	<p><u>Stall in Pagoda style:</u> Providing stalls in Octonorm system (white power coated) with white polycham system of size 5m x2.5m each approx. x 2 no. and 2.5m x 2.5m. x 4 no. with wooden platform. These shall be built up in aesthetically good looking Pagoda/Garden Cottages of size 5m x 5m each with having colourful lights on its top. The GC shall be with basic frames of anodized aluminum & top along with sides (wherever required) with white translucent fire retardant PVC fabric. Wherever required the gap between the Pagoda cottages shall be covered with rain gutters in same fabric as mentioned above.</p> <p>Each stall of 5m x 2.5m shall have 8 CFL (18 Watts), 2 power points, 12 bookshelves, 4 chairs and 2 Octonorm counter with lock facility.</p> <p>Each stall of 2.5m x 2.5m shall have 6 CFL (18 Watts), 2 power points, 12 bookshelves, 2 chairs and 1 Octonorm counter with lock facility.</p> <p>Two mineral water bottles of 1litre for each stall and one water bottle of 1litre for each stand should be provided to the participants on per day basis. One waterproof kanat for closing the stall/stand should also be made available to the participants a day before start of the Book Fair. One ceiling/pedestal fan should also be provided to each stall only.</p> <p><u>Non-woven carpet of uniform colour inside the Pagoda also to be provided.</u></p>	<p>50</p> <p>30</p>
2.	Chemical Toilet block 4' x4' (if required) With necessary tap fittings and fixtures including washbasin, doors (with key and lock system) with provision of water flow. Electrical fitting with bulb for sufficient light in toilet area (each separate for Ladies and Gents)	2
3.	<u>Gate Size</u> (width 20'xheight 20'-25') and as per design given by the office Material: Wooden frame and plywood on all four sides lettering on flex	2
4.	Auditorium in Hanger design, is required for inaugural function only for one day. However, it may also be required for full duration, therefore, separate rates for the items (a) to (h) for one day as well as for full duration of the Book Fair including inaugural day may be mentioned.	1
	a) Pandal: Size 45'x60' with cloth roof, steel pipes and cloth side walls with wooden platform of 9"height	1
	b) Backdrop in the size of 20' x 5' with flex on wooden frame with lettering on flex of approved shade	1
	c) Dias: Size 20'x18'x1½' in height made of wooden platform with new synthetic carpet with needle punch of blue/red colour; table 15'x3' with table cloth and frill in front, and 10 good VIP chairs with 4 fans	1
	d) Laying and fixing of new synthetic carpet (on hire basis) in the entire passage of the Hall inclusive of maintenance during the fair.	2500 sq. ft.
	e) Podium (Acrylic)	2
	f) Complete PA System and audio recording of inaugural function and other programmes (if required)	1
	i) Speakers	12
	ii) Microphone HIFI (6 fixed with stand and 2 cordless microphone)	8
	g) Sofa Sets (3 seater)	4
	h) Fibre Chairs	
	i) For the inauguration	100
	ii) For every day thereafter	100
5.	Carpet for floor area	1500 sq. ft
6.	Layout Plan of Fair	01

7.	Tin wall	10000 sq. ft.
8.	Cloth Wall (Should be neat and clear)	12000 sq. ft.
9.	Flower Pots	100
10.	Fire Fighting Equipment (CO ² Water and powder mix with refilling dates) with two qualified operators.	30
11.	Dustbins (Big Size) Plastic	20
12.	List of participants on 4'x8' (one each in English/Hindi/Punjabi language)	2
13.	Signages/Indicator 1½'x2' (English/Hindi/Punjabi language)	8
14.	Sweepers for cleaning of ground, etc. full book fair (8:00 a.m. to 9:00 p.m.)	10
15.	Security personnel round the clock: a) Supervisor (8 hours shift) b) Guards (8 hours shift)	2 8
16.	Wooden Platform, if required	
17.	Octonorm Panel with MS shelves/Wire Mesh shelves, if required	
18.	Metal Detector (Rates for full duration) 1) Door Frame Metal Detector 2) Hand Garret Scanner	1 1
19.	Steel Almirah (small) (rates for entire duration)	2
20.	Additional Furniture for stall holders only, if demanded. (*) - (Rates for full duration) Wooden/steel tables 5'x2' Folding chairs	

(*) **These rates of table and chairs shall not be taken into account while finalizing the tender.**

B. Installation of Electrical fitting		
21.	Metal lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	30
22.	Halogen lamps with adjustable beam and angle complete with 500 watts lamps and necessary wiring	30
23.	Light points with 60 watt lamp and reflectors for general lighting inside and outside with circuit control switches & necessary wiring etc. complete on main distribution & electric/diesel generator	50
24.	3 pin plug wherever necessary, with switch and necessary wiring for table lamps or for demonstration, display model lights in various sections each capable of carrying a load up to 200 watts	10
25.	40 (watt) bulbs for decoration of gate, etc., including all wiring	1000
26.	<u>Silent Generator set</u> : One 125 KVA Generator set (with fuel and operator) for full book fair duration One 62 KVA Generator set (with fuel and operator) for full book fair duration	1 1
27.	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. 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 Chandigarh Book Fair Committee 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 and no extra payment shall be given to contractor for hiring and providing such extra generator, if any. Note : Only one time payment as quoted by the Tenderer will be made in case of any increase or decrease in number of stalls.	1
28.	Street light iron poles (20'x2-½")	25
29.	CD Player (with CDs of instrumental music) & three Pin Plug Point with speakers and one mike for announcement for the full duration.	1

Note :- Requirement may increase or decrease as per decision of Book Fair Committee.

3.	Gate Size (width 20'xheight 20'-25') and as per design given by the office Material: Wooden frame and plywood on all four sides lettering on flex	0.00		2	
4.	Auditorium in Hanger design, is required for inaugural function only for one day. However, it may also be required for full duration, therefore, separate rates for the items (a) to (h) for one day as well as for full duration of the Book Fair including inaugural day may be mentioned.	0.00		1	
	a) Pandal: Size 45'x60' with cloth roof, steel pipes and cloth side walls with wooden platform of 9"height	0.00		1	
	b) Backdrop in the size of 20' x 5' with flex on wooden frame with lettering on flex of approved shade	0.00		1	
	c) Dias: Size 20'x18'x1½' in height made of wooden platform with new synthetic carpet with needle punch of blue/red colour; table 15'x3' with table cloth and frill in front, and 10 good VIP chairs with 4 fans	0.00		1	
	d) Laying and fixing of new synthetic carpet (on hire basis) in the entire passage of the Hall inclusive of maintenance during the fair.	0.00		2500 sq. ft.	
	e) Podium (Acrylic)	0.00		2	
	f) Complete PA System and audio recording of inaugural function and other programmes (if required)	0.00		1	
	i) Speakers	0.00		12	
	ii) Microphone HIFI (6 fixed with stand and 2 cordless microphone)			8	
	g) Sofa Sets (3 seater)			4	
	h) Fibre Chairs				
	i) For the inauguration	0.00		100	
	ii) For every day thereafter	0.00		100	
5.	Carpet for floor area	0.00		1500 sq. ft	
6.	Layout Plan of Fair	0.00		01	
7.	Tin wall	0.00		10000 sq. ft.	
8.	Cloth Wall (Should be neat and clear)	0.00		12000 sq. ft.	
9.	Flower Pots	0.00		100	
10.	Fire Fighting Equipment (CO ² Water and powder mix with refilling dates) with two qualified operators.	0.00		30	
11.	Dustbins (Big Size) Plastic	0.00		20	
12.	List of participants on 4'x8' (one each in English/Hindi/Punjabi language)	0.00		2	
13.	Signages/Indicator 1½'x2' (English/Hindi/Punjabi language)	0.00		8	

14.	Sweepers for cleaning of ground, etc. full book fair (8:00 a.m. to 9:00 p.m.)	0.00		10	
15.	Security personnel round the clock: a) Supervisor (8 hours shift) b) Guards (8 hours shift)	0.00		2 8	
16.	Wooden Platform, if required	0.00			
17.	Octonorm Panel with MS shelves/Wire Mesh shelves, if required	0.00			
18.	Metal Detector (Rates for full duration) 1) Door Frame Metal Detector 2) Hand Garret Scanner	0.00		1 1	
19.	Steel Almirah (small) (rates for entire duration)	0.00		2	
20.	Additional Furniture for stall holders only, if demanded. (*) - (Rates for full duration)	0.00			
	Wooden/steel tables 5'x2'	0.00			
	Folding chairs	0.00			

(*) These rates of table and chairs shall not be taken into account while finalizing the tender.

B. Installation of Electrical fitting					
21.	Metal lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	0.00		30	
22.	Halogen lamps with adjustable beam and angle complete with 500 watts lamps and necessary wiring	0.00		30	
23.	Light points with 60 watt lamp and reflectors for general lighting inside and outside with circuit control switches & necessary wiring etc. complete on main distribution & electric/diesel generator	0.00		50	
24.	3 pin plug wherever necessary, with switch and necessary wiring for table lamps or for demonstration, display model lights in various sections each capable of carrying a load up to 200 watts	0.00		10	
25.	40 (watt) bulbs for decoration of gate, etc., including all wiring	0.00		1000	
26.	<u>Silent Generator set</u> :	0.00		1	
	One 125 KVA Generator set (with fuel and operator) for full book fair duration				
	One 62 KVA Generator set (with fuel and operator) for full book fair duration	0.00		1	

27.	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. 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 Chandigarh Book Fair Committee 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 and no extra payment shall be given to contractor for hiring and providing such extra generator, if any. Note : Only one time payment as quoted by the Tenderer will be made in case of any increase or decrease in number of stalls.	0.00		1	
28.	Street light iron poles (20'x2-1/2')	0.00		25	
29.	CD Player (with CDs of instrumental music) & three Pin Plug Point with speakers and one mike for announcement for the full duration.	0.00		1	

NOTE :-

1. Rates for the items for one day as well as for full duration including inaugural day may be mentioned.
2. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc. except service Tax which shall be paid on rates applicable from time to time as per applicable ACT. Noting extra shall be payable in addition to the accepted rate as per the Price Schedule.

Chapter 7

TENDER FORM - I TECHNICAL INFORMATION AND UNDERTAKING

(Delete whichever of the following is not applicable before submitting the NIT or prepare a fresh format. Tenderer may use separate sheet wherever required)

Subject: Notice inviting tender for

1. Name of the Tenderer/Concern
2. Nature of the concern
(i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organisation)
3. Present Address
4. Permanent Address
5. Earnest Money Amount :
6. DD No. & Date, Name of the bank/cash receipt, if deposited in cash
7. Whether each page of NIT and its Annexure have been signed and stamped.
8. Proposed date to start work **Before Two Days of commencing of the Book Fair.**
9. List of Major Customers may be given on a separate sheet and proof of satisfactory execution of work.
10. Proof of the last three years' turnover of the firm which should not be less than Rs.25 lakhs each continuously for the preceeding three years.
11. Permanent Account Number
12. Whether copies of authenticated balance sheet for the past three years enclosed _____.
13. Copies of the service tax returns for the last three years
14. Experience certificate of supplier covering execution to various State Govt./Central Government.
15. The Supply Order from the concerned Unit/Deptt. should be submitted, in support of the experience.
16. Declaration in Affidavit on Non Judicial Stamp Paper of Rs.10/- duly countersigned by Notary that they have not been banned or blacklisted or debarred by any Govt./Quasi Government Department or PSUs & all documents/information submitted by them are genuine and correct (in enclosed format).
17. Any other information important in the opinion of the tenderer.

(Signature of Tenderer with stamp of the firm)

Date

Place

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 CBFC 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.

(Signature of the tenderer with stamp of the firm)

Date

Place

Application Form
CHANDIGARH ADMINISTRATION
CHANDIGARH BOOK FAIR COMMITTEE
Office – T.S. Central State Library, Sector 17, Chandigarh.

From

To

The Chairman,
Chandigarh Book Fair Committee,
Chandigarh.

Dated:

Sub.: **Submission of Tender for temporary construction of stalls, single stands using Octonorm/Pagoda system and installation of electrical fittings, PA system, etc. on hire basis for Chandigarh Book Fair - 2013, 13 to 18 November 2013 at Parade Ground, Sector 17, Chandigarh.**

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to Chandigarh Book Fair Committee. 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 Chairman, Chandigarh Book Fair Committee shall be final and binding on me/us.

A Demand Draft No./Cash Receipt, if deposited in cash _____
Dated _____ drawn on _____ intended for the prescribed amount in favour of Chandigarh Book Fair Committee, payable at Chandigarh, is enclosed as earnest money as desired. I fully understand that in the event of my/our tender being accepted, you shall adjust this earnest money in security deposit payable by me/us for the faithful and satisfactory execution of the contract.

My/our PAN no _____ and Service tax no _____.

I/WE shall have no claim to the refund of earnest money/Security prescribed against this tender in the event of my/our non compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

I/We further understand that my/our earnest money shall stand forfeited 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.

My/our tender shall remain valid for a period of one year 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 favorable 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,

Place
Date

Name
Signatures with stamp
& Full Address

(To be furnished on non judicial stamp paper duly attested by the Ist Class Magistrate or Notary Public).

PROFORMA OF AFFIDAVIT

I/we M/s _____ are registered as per S.Tax Registration Certificate No. issued by _____ having registered office at _____ and manufacturing base at _____ do hereby declare and solemnly affirm that I/We have not been Black-listed, nor my/our tenders/E.O.I.s or Supply Orders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated / pending or any penalty has ever been levied due to delay or non completion of supply order or on the account related to execution of work by any State/UT/Central Government or by any authority.

Place : _____

DEPONENT

Dated: _____

Verification

I/we do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place : _____

DEPONENT

Dated: _____