



NATIONAL BOOK TRUST, INDIA

**Nehru Bhawan, 5 Institutional Area, Ph. -II, Vasant Kunj, New Delhi
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Expression of Interest (EOI) for empanelment of Architects & Interior Designers for renovation & modernization of facilities at National Book Trust, India Complex at Vasant Kunj New Delhi & other offices.

National Book Trust, India (NBT), India proposes to invite EOI for empanelment of Architects & Interior Designers to undertake renovation and modernization of facilities at NBT HQrs office at Vasant Kunj and other offices.

The pre-bid conference would be held on 07/09/ 2012 at 11:00 am.

Last Date for submission of proposal is 20/09/2012 by 1 p.m.

The bidders would give presentation on 21/09/2012 along with model at 11:00 am.

Terms & conditions of the Expression of Interest are available at our website www.nbtindia.gov.in.



National Book Trust, India

**Ministry of Human Resource Development
Government of India**

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Phase – II, Vasant Kunj, New Delhi – 110 070

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National Book Trust, India invites EOI for empanelment of architect & interior designer firms for undertaking modernization & renovation of its Complex situated at Vasant Kunj at New Delhi and other offices in phased manner.

Expression of Interest in two bids viz. Technical and Financial Bid needs to be submitted. The technical bid and Financial Bids in sealed envelope clearly mentioning the name of work should be submitted within the three weeks from the date of the issue of the Expression of Interest.

SCOPE OF WORK: Presently EOI is invited for undertaking the following works:

1. Designing of Board Room for NBT.
2. Modernization and redesigning of the Reception area.
3. Redesigning of NBT bookshop by modifying the entry point of the bookshop to make it more accessible.

BOARD ROOM: - Proposed Board Room will be located on the 3rd Floor of National Book Trust, India at Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi. In order to have the aesthetics and ambience of the Board Room, NBT intends to engage reputed Architect/Interior designers to provide an acceptable concept and renovation /refurbishment works.

The overall objective of NBT is to give an authentic ethnic/modern look to the Board Room. The proposed renovation requirement as per NBT is as

under:

- a) Flooring.
- b) False ceiling.
- c) Wall paneling and blinds.
- d) Projection area.
- e) Entry portion.
- f) Acoustics to eliminate echoes & to give a sound proof ambience.
- g) Adequate Lighting to give adequate lux level.
- h) Air-conditioning by fixing suitable Cartridge ACs of adequate capacity.
- i) Provision of Board Room table and chairs as well as provision for suitable seating along the walls of the room on two sides.
- j) Setting up of the motorized drop-down projector with motorized projection screen.

- k) Provision for mike arrangements/speakers/conference telecom facilities.
- l) Suitable control system for controlling all lights, projector screen, plasma TVs etc., remotely with touch enabled device.

RECEPTION AREA AND LOUNGE:

Modernization and redesigning of the Reception area to make it more comfortable for visitors and to give a good ambience. The Reception and Lounge area should represent NBT, India vision and mission. The design should include the furniture to match with the available space.

BOOK SHOP (NRO):

Redesigning of NBT bookshop, by modifying the entry point of the bookshop to make it more accessible and visible to the customers. The design should include furniture, racks and seating arrangements for staff and customers. Here the prime objective should be to bring the book shop closer to readers.

On acceptance of concept design, the firm would be required to work out estimated cost of the project, prepare working drawings and detailed specification and tender documents for inviting tenders for getting the work done, processing of tenders received and procurement of furniture required, if any.

ELIGIBILITY CRITERIA:

- a) Bidding Firm should be in operation for a minimum period of five years with previous experience in designing spaces, visual products for minimum of three government department, country / region(s)/ city etc and have designed the office space (Documentary proof to be submitted) and successfully executed.

- b) Agencies should be able to provide a dedicated team of professionals for timely designing and supervision of work. A Proper team detailing to be submitted as documentary proof. **The in-charge of the Project should be an Architect with interior designing as his specialization.**
- c) Attested copies of work orders/Empanelment with other Govt. organizations/PSU's/MNC's/Large Indian Corporate House to be submitted as proof of having undertaken similar or design related work.
- d) Bidding Firm should have experience in the field of Modern User Interface - Experience with Institutions designs similar to the project in hand documentary proof of User Interface Experience to be submitted.
- e) The firm should submit three years financial records with proper PAN/TAN/Service Tax Registration documents dully attested by a registered Chartered Accountant. along with Proof of average annual financial turnover of firm during last 3 year ending 31st March 2012 (Min. Average of three years should be Rs..20 Lacs)

SUBMISSION OF TENDER:

Interested parties should submit their tenders in **sealed envelope** in a two bid format. Two sealed envelopes marked as **Technical Bid & Financial Bid** would be placed in a single envelope. On top of envelope it should be clearly inscribed **“Tender for Interior Design and Concept for renovation/modernization of facilities at National Book Trust office.”**

Packet – I: Technical Bid would consist of :

The Technical bid must accompany:

- (1) All Documentary proof of eligibility criteria prescribed in Para 2.
- (2) A full re-drawn layout Plan of the proposed area(s) to be refurbished.
- (3) A complete Re-design Furnished module of proposed area(s).
- (4) A 2D submission of the concept design.
- (5) A 3D working model submission of the concept design.
- (6) Complete visual signage with sample.
- (7) A complete design documentation of furniture, sitting arrangement, storage /racking and other materials part of the interior works.

Note: In the absence of (1) above the bids will not be examined technically and would be declared non-responsive.

Packet – II : Financial Bid would consist of:

Financial Bid will consist of financial quotation. The bidders are required to quote in percentage of total estimated cost of the project as per design. In case of quotation in percentage it may kindly be noted that fees would be paid as per estimated cost of the project quoted by the bidder or as per actual whichever is less.

PRE-BID CONFERENCE:

For information and queries there will be a pre-bid meeting at Committee Hall, NBT at 11:00 am on 07/09/2012 in NBT, Complex.

Evaluation Criteria:

1. The evaluation would be on both Technical and Financial Bids
2. First the technical bid would be opened only those who have submitted all the documents spelt out in the eligibility criteria would be evaluated first technically.

(i) The criteria for Technical Evaluation are as below:-

A. Experience of agency in the field/Team

- I. 05 years or and more
- II. 03 years or and more

Maximum (10 Marks)

10 Marks

08 Marks

B. Samples of designs/ spaces/ visual communication/Product Design/ User Experience/Interface/ etc., design of Organization during previous 3 financial years.

Maximum (30 Marks)

- | | |
|-------------------------|----------|
| I. 3 Samples and more | 30 Marks |
| II. 2 Samples and more | 15 Marks |
| III. 1 Samples and more | 05 marks |

C Overall Creative Work & Design, Ideation/Aesthetics/ technology/ creativity, Product Design/ Visual Communication/ User Experience Interface/ The firms Technical submission will be evaluated as part of the Technical Bid on the basis of presentation which would be on 07th July 2012 at 11:00 am and the Model.

Maximum (60 Marks)

- | | |
|---------------------------------------|----------|
| I. Originality and Concept | 30 Marks |
| II. Design, aesthetics and creativity | 30 Marks |

Minimum marks required to qualify technically is 60. **Financial quotation of only those who qualified technically would be opened.**

(ii) Financial Score would be as follows:

- | | | |
|---|---|-----|
| Lowest financial quote will be given score of | : | 100 |
| 2 nd Lowest financial quote will be given score of | : | 80 |
| 3 rd Lowest financial quote will be given score of | : | 60 |
| 4 th Lowest financial quote will be given score of | : | 40 |
| 5 th Lowest & onwards financial quote will be given score of | : | 20 |

The final evaluation would be done on the basis of Composite score. The final selection will be on aggregate of the technical and financial assessments. 70% weightage will be assigned to technical aspects and 30% to financial bid. The Bidder who has secured the highest Composite Score shall be declared the preferred Bidder.

The Composite score would be worked out as below:

Bidder's Score (A)	Weight (B)	Weighted Score (C) = (A)X(B)
Technical Score	70%	X
Financial Score for those found eligible in Technical Bid.	30%	Y
Composite Score of the Bidder		(X + Y)

The Preferred Bidder would be selected as per criteria mentioned. However, in the event that two or more Bidders secure exactly the same Composite Score, then NBT reserves the right to:

- a. Declare as Preferred Bidder who's Technical Score is highest among such Bidders who have secured exactly the same Composite Score.
- b. Invite fresh Proposals from these Bidders, or take any such measure as may be deemed fit in its discretion, including annulment of the bidding process.

7. Other Terms & Conditions:-

- a) Mere quoting lowest rates will not amount to commitment for award of contract. However, the contract will be awarded on merit bases and overall examination of tender bids of the firm with focus on the Technical Bid. Overwriting/corrections or incomplete (blank) quoting of rate would result in rejection of quotation and treated as **Invalid tender** which will not be considered under any circumstances. NBT reserve right to empanel more than one firm for the work.
- b) The bidder would have to submit the Performance Security to the value of 10% of the basic value of contract in the form of DD in favour of National Book Trust, India payable at New Delhi, within 10 days from the day of issue of work order.
- c) At any stage if the firm is found not adhering to the terms & conditions governing the contract, the same would be terminated without any notice and loss, if any, which may occur on this account, will be recoverable from security money deposited by the firm.
- d) The Expression of Interest will be examined by the Committee constituted for the purpose. The members of the Committee may examine the quality of products to be supplied by the firms and the decision of the Committee shall be final and reserves its rights for decisions.
- e) No advance payment will be made. Government tax, viz., Sales tax, Service Tax/VAT will be payable by the firm wherever applicable and the bills to be submitted by the firm should bear valid tax registration number/PAN number.

- f) The sealed envelope containing the quotation should be superscribed "**Tender/quotation for interior Designing and Concept for renovation/modernization of National Book Trust.**" Any omission of required documentation/ Technical Bid the EOI would be annulled.
- g) The decision of the Trust would be final.
- h) The Space can be visited anytime on working days for photography and documentation during 11am to 5pm and the existing layout plans can be obtained from the office of the Asst Director (Admn).
- i) **Time period:** The work shall be completed within 6 (six) months and can be extended at the discretion of the Director, NBT.
- j) **Penalty Clause:** If the work is not completed in time, the entire Performance Security Amount will be forfeited.

8. PAYMENTS:-

Payments will be released in 03 (Three) installments which are as follows:

- 1st payment of 20% of Total Contract value would be released on acceptance of Design, issue of work order and acceptance of the same by bidder, submission of performance security deposit and execution of agreement
- 2nd payment of 30% of Total Contract Value would be released after submission of all working drawings /design specifications along with draft tender documents of the project.
- 3rd Payment of 50% of Total Contract Value would be released after satisfactory completion of the project, certification of the bills and issue of completion certificate.