National Book Trust, India (NBT), the apex body for book promotion in India and abroad under the Ministry of Human Resource Development (Department of Higher Education), Government of India, is organizing a collective participation of Government publishers in Frankfurt Book Fair (08 to 12 October 2014) under the India Pavilion.

In connection with the above, NBT invites sealed tender, on the prescribe tender forms for construction of India Pavilion of 8mt. x 6mt. = 48 sqmt. size at Frankfurt Book Fair, Hall No. 5.1, Frankfurt as per the Annexure I.

Pictures of the design layout from different angles are available on the website along with Tender Form. Tender Form with Terms and Conditions can be obtained from the Assistant Director (Exhibition), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase – II, New Delhi – 110070 on any working day from 2 September to 14 September 2014 between 9.30am to 5.00pm or same can be downloaded from our website www.nbtindia.gov.in. The tenders shall be accepted in the office of the NBT upto 11.00am on 15 September 2014 and the same will be opened thereafter. The Director NBT reserves the right to accept/reject any or all the tenders.
TERMS AND CONDITIONS OF THE TENDER FOR CONSTRUCTION OF INDIA PAVILION

TERMS AND CONDITIONS

1. The tender shall be submitted on the prescribed tender form (Annexure 1).

2. If the cover of the tender is not sealed and marked, the NBT will assume no responsibility for the tender’s misplacement or premature opening.

3. The tenderer should clarify whether the individual signing the tender or other documents in connection with the tender signs as:

   3.1 A “sole proprietor” of the firm or constituted attorney of such sole proprietor, or

   3.2 A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the partners, or

   3.3 Constituted Attorney if it is a company.

   3.4 The tender should be signed either by the proprietor or by his authorised representative. In case of the letter an authority letter should be enclosed with the tender.

4. Incomplete tenders are liable to be rejected. It means Tender should quote for all items. If any item is missed or not quoted the whole Tender will be rejected.

5. The quantities mentioned in the schedule may either be increased or reduced at the discretion of the NBT. However for the reduced quantity no claim shall be entertained and if considered necessary, any item could be dropped completely.

6. The tenderers should fill the rates both in figures as well as in words. The tender form may be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted. Corrections, if any, should be attested by the tenderer with his initials.
7. If there is a discrepancy in rates between words and figures, the amount in words will prevail.

8. When deemed necessary, the NBT may seek clarification on any aspect from the tenderers. However, that would not entitle the tenderer to change or cause any change in the price quoted. The NBT 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 the preparation of documents and other meetings will be borne by the tenderer.

9. The minimum turnover of the contractor should be at least Rs. 2 (two) crore per annum during the last three years. Supporting documentary evidence (balance sheet etc.) duly attested by Chartered Accountant for last three years has to be submitted with bid.

10. The tenderers, in their own interest, are advised to inspect the model of India Pavilion at NBT’s office before submitting tenders.

11. The NBT 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.

12. A tender determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the tenderer by correction of the non-conformity.

13. The NBT may waive any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other tenderers. The decision of the NBT in this regard will however be final.

14. **Liquidated damages**
The set-up of India Pavilion and system stand must be completed by 10 a.m. on 7 October 2014 in all respects. Failure to do so will entitle the NBT to impose a penalty of Rs.30,000.00 per hour on the contractor and he may be blacklisted for future work. In addition to it the security deposits shall stand forfeited. Further, failure on the part of the contractor to complete the job in accordance with the terms and conditions set out and within the time schedule will confer on the NBT the right to get the work done through another contractor, in which event, the entire cost/ damages so incurred by the NBT will have to be paid by the first contractor.

15. It will be the responsibility of the successful contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his own cost. He should take necessary precautions to safeguard against possible hazards/ accidents.

16. The successful tenderer will have to get a 3D seal presentation of the Pavilion approved by the NBT before execution of the work.
17. The quality of material to be used for the construction should conform to the approved model/presentation. Any deviation in quality will render the contractor liable to penalty as may be decided by the Trust. The decision of the Trust in this regard shall be final and binding on the contractor.

18. The contractor shall engage technically competent personnel for executing the work.

19. The NBT will award the contract to the tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

20. Before award of the contract the successful tenderer will be required to deposit as security (refundable) a sum equivalent to 10% of the value of the contract in the form of a Demand Draft drawn in favour of National Book Trust, India, payable at Delhi. The Security Money so deposited shall be released by the NBT after successful completion of the contract in all respects.

21. The security money shall be forfeited in the event the contractor either fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the specifications.

22. During the period of construction of Pavilion, the contractor shall have to make his own arrangement for various amenities necessary for the smooth execution of his work.

23. The contractor will be responsible for the up-keep and maintenance of the entire structure of Pavilion 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/repai red without any extra cost.

24. The payment of the billed amount will be made in INR in Delhi, subject to a physical verification by the officers of the NBT. No advance payment will be made by NBT to the contractor.

25. Documentary evidence of the tenderer being a registered/approved contractor and of his having done work of a similar nature in abroad has to be submitted by the tender alongwith bid.

26. 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 1, without which the tender is liable to be rejected.

27. The NBT 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 NBT’s action.
28. The decision of the NBT in this regard would be final and binding.

29. The Pavilion must be dismantled and the material removed as per the norms of Frankfurt Book Fair Authorities.

30. The NBT and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subjected to the jurisdiction of Delhi courts only.

31. Any loss to the NBT, FBF or to the Fair participants due to the negligence/lapse on the part of the contractor shall be borne by the contractor. Alternatively, the amount of loss will be deducted from the amounts payable to the contractor.

32. **Validity of the bid**

   The bid submitted by the tenderers shall be valid for a minimum period of 120 days computed from the date of opening of the bid.

33. The NBT reserves the right to accept/reject any/all the tenders without assigning any reason.
# Quotation for India Pavilion Construction at Frankfurt Book Fair 8 to 12 October 2014

**Size- 48 sq.mtrs (3 side open)**

<table>
<thead>
<tr>
<th>Specifications</th>
<th>Amount Rs.</th>
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<tbody>
<tr>
<td>Floor- Raised Flooring/ Platform of 85mm/3.50inch (white vinyl on board and wooden vinyl Flooring combination) Protective foil during build up period. Size 48 sq. mtrs.</td>
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<tr>
<td><strong>Wall</strong> - Meeting room, inside wall/ outside wall will be made of Medium Density Fibre Board (MDF) with mat paint finish. Height 4mtrs and 3 mtrs. (Pl. see 3D picture)</td>
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<tr>
<td>Facia - Facia as per 3D picture (made of MDF) all logos and name of the publishers (all 3D cutout) are Red, White and Black. Facia Height upto 1mtrs (see picture) Pillers 4(nos.) Size- Height 4 mtrs or 12ft. 40 cm (Dia) with translitght print (Backlite). Curved Piller Base - MDF cover flower pot (see picture). Curved MDF facia/structure with square blocks ceiling (2.5 mtrsX 4mtrs) for concealed lighting the facia 18 light, (over head lighting.)</td>
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<tr>
<td><strong>SPECIAL ELEMENTS</strong> - Curved partition (see picture) made of MDF with painted Red Colour. Book Display racks on wall &amp; side wall (both side) and 4 Book display Racks (back to back) on front side (see 3D picture) Height of all book racks are 2 mtrs or 6ft. concealed lighting for the Book display stands (see the drawing of the back rack). 4 shelves (each side) made of acrylic/glass for book display on partition. Curved sections with translitght display (see 3D picture/drawing). Special colour book display blocks behind the information table (3mtrs X 1 mtrs). Depth - 20 cms. Follow the drawings (A). 3nons. book display table, Size- 1 mtrs X 50 cms Height- 70 cms. 4 Self-Standing system table, size- 3ftX2.5-ftX1.50ft (rectangle) made from Octonorm materials.</td>
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<td><strong>Furniture</strong> - i) Meeting Chairs - 20 nos, Center Table- 8 nos. For Office/Meeting area 3 seater sofas with centre table, 2 sets(Furniture should match the picture/Floor Plan)</td>
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<td><strong>Electrical and lighting requirements</strong> - For front facia - 20 Spot lights with arm, 75W (silver colour). Electrical sockets near seating area (5 nos). 10 Tube light in meeting room, with two nos. 42 LCD(LED with DVD/Pendrive player (installed in side display wall area) 10-12 light from ceiling (Pl. see the 3D images).</td>
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<tr>
<td><strong>Flower pots</strong> - As per 3D Picture.</td>
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<tr>
<td><strong>Other Element</strong> : Dustbin- 5pc, Coffee/Tea machine with one operator/service man.</td>
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</table>

**INSTALLATION & DISMANTLING**

Installation at site, Pavilion will be dismantled and space will be cleared by the Contractor at its own costs and as per the terms and condition of the fair authorities

**Taxes/Vat or any other charges if any**

Total (in words) [Total Rs.]

Quoted amount inclusive of all taxes, services, vats, permission charges, damage charges (if any) etc.

Date: 

Place: 

Signature

Name of the Company/ Firm & Address

PAN
Front inside view of the India Pavilion (48 sq. mtrs)
Top View of the INDIA PAVILION