

National Book Trust, India
Department of Higher Education
Ministry of Education, Government of India

Notice for EOI for empanelment of consultants/consultancy Firms/Agencies working in the field of generating/raising sponsorship funds from relevant Companies/Organizations for its mega event New Delhi World Book Fair-2022 (08/01/2021 to 16/01/2021)

Important Points to Note

EOI NO.	NBT/Exhibition/NDWBF-2022/SPONS/2021-22
EOI INVITED FOR	Empanelment Of Consultancy Firms/Agencies/Consultants
VALIDITY OF THE BID	90 days
PUBLISHING OF EOI DOCUMENTS ON WEBSITE	10.11.2021 (11 HRS)
PERIOD OF DOWNLOADING BIDDING DOCUMENT	16.11.2021
START DATE & TIME FOR SUBMISSION OF BID	10.11.2021 (11 HRS)
END DATE & TIME FOR SUBMISSION OF BID	16.11.2021 upto 11:00 Hrs.
TIME & DATE OF OPENING OF TECHNICAL BID	16.11.2021 at 11:30 Hrs.
TIME & DATE FOR PRESENTATION	16.11.2021 at 10:00 Hrs. (Tentatively)
TIME & DATE OF OPENING OF FINANCIAL BID	16.11.2021 (Tentatively)
PLACE OF OPENING OF TECHNICAL BID & FINANCIAL BID	NBT, India Nehru Bhawan, 5 Institutional Area, Phase-II Vasant Kunj, New Delhi-110 070
FOR FURTHER DETAILS PLEASE VISIT	https://www.nbtindia.gov.in/

Imranul Haque
Deputy Director (Exhibition)
NBT, India
Vasan Kunj, New Delhi – 110070
Contact No – 011-26707700/779

National Book Trust, India
Department of Higher Education
Ministry of Education, Government of India

Notice for EOI for empanelment of consultants/consultancy Firms/Agencies working in the field of generating/raising sponsorship funds from relevant Companies/Organizations for its mega event New Delhi World Book Fair-2022 (08/01/2021 to 16/01/2021)

NOTICE INVITING EOI

- 1.1 National Book Trust, India has been established under Societies Registration Act XXI of 1860 fully funded and established by Ministry of Education, Government of India. It is governed by Memorandum of Association Rules” and Regulations (Bye Laws). The objectives of the NBT are to produce and engage the production of good literature in English, Hindi and other Indian Languages and to makes such literature available at moderate prices to the public and to bring out book catalogues arrange book fairs/exhibition and seminars and take all necessary steps to make the people book minded.
- 1.2 The detailed EOI document indicating the scope of work, qualifying requirement, forms and process for submission of proposal for EOI can be **obtained from Deputy Director (Exhibition), National Book Trust, India, Nehru Bhawn, 5 Institutional Area Phase-II, Vasant Kunj, New Delhi-110070 OR may be download from NBT official website at www.nbtindia.gov.in** on or before 16.11.2021 upto 10:00 Hrs. The proposal may be submitted to the “EOI Box” at the main gate National Book Trust, India, Nehru Bhawan, 5 Institutional Area Phase-II, Vasant Kunj, New Delhi-110070 on or before 16.11.2021 upto 11:00 Hrs. NBT reserves the right to accept or reject any or all the offers at any stage of the process without assigning any reason thereof and no claim/dispute on this aspect shall be entertained.
- 1.3 The EOI document consists of two volumes –Technical Bid and Financial Bid.
- 1.4 The complete EOI document shall be submitted to the office of **Deputy Director (Exhibition), National Book Trust, India, Nehru Bhawan, 5 Institutional Area Phase-II, Vasant Kunj, New Delhi-110070**, as EOI offer on or before the due date and time of submission.
- 1.5 Bidding is open to all eligible bidders meeting the eligibility criteria as defined in Section-II Volume I Technical Bid and bidders are advised to submit below mention documents to qualify for the award of the contract.

- a. The bidder should submit declaration on Rs. 100/- Stamp Paper stated that the bidder has not been blacklisted/debarred by any Government department/agency / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India or facing any case pertaining to fair inquiry.
- b. Self-attested copies all the documents required to meet the eligibility criteria, as per Format- I & Format-III along with relevant documents, in the EOI Document – Technical Bid and shall be submitted.
- c. The EOI shall be submitted in two-cover system. All pages of EOI document dully filled and signed by the authorized signatory along with all supporting documents as mentioned in **Volume-I TECHNICAL BID** (duly signed) should be submitted in a sealed envelope duly super scribed as **TECHNICAL BID**. The covers shall be super scribed clearly whether it is “**Technical Bid**” or “**Financial Bid**”. Both the envelopes, after being sealed properly, shall be put into a third envelope, which should be properly sealed before it is sent/ submitted. **The third envelop will contain both technical and financial bids separately duly sealed and super scribed as EOI for empanelment of consultants/consultancy Firms/Agencies working in the field of generating/raising sponsorship funds and addressed to the Deputy Director (Exhibition), National Book Trust, India and shall be accepted in the office of the National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.**
- d. National Book Trust, India do not bind to accept any EOI and reserve the right to accept or reject any EOI without assigning any reason thereof.
- e. Director, National Book Trust, India reserves the right to cancel the EOI process at any stage without assigning any reason thereof.
- f. The last due date of submission of bid will be 16.11.2021 at 11:30 hrs unless otherwise notified. In the case of changes in the schedules, **Deputy Director (Exhibition)** NBT, India will notify the same only through NBT website i.e. <https://www.nbtindia.gov.in/>.
- g. Bidders are requested kindly see the NBT, India website i.e. <https://www.nbtindia.gov.in/> regularly for any update/information/corrigendum.
- h. If the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.

National Book Trust, India
Ministry of Education, Government of India

GENERAL INFORMATION

The National Book Trust, India is an apex body established by the Ministry of Education, Government of India in the year 1957. The objectives of the NBT are to produce and encourage the production of good literature in English, Hindi and other Indian languages and to make such literature available at moderate prices to the public and to bring out book catalogues, arrange fairs/exhibitions and seminars and take all necessary steps to make the people book minded.

The object for which the Trust is established are:

- 1.1 To produce and to encourage the production of good literature, and to make such literature available at moderate prices to the public;
- 1.2 In furtherance of the above objective to publish more particularly books of the following Types in English, Hindi and other languages recognized in the Constitution of India:
 - i) The classical literature of India;
 - ii) Outstanding works of Indian authors in Indian languages to another;
 - iii) Translation of outstanding books from foreign languages;
 - iv) Outstanding books of modern knowledge for popular diffusion;
- 1.3 To bring out book lists, arrange exhibitions and seminars and take all necessary steps to make the people book minded;
- 1.4 To establish or promote the formation of regional Book Fairs in different parts of the Country with objectives similar to those of the Trust.

SCOPE AND OBJECTIVE OF WORK

The New Delhi World Book Fair (NDWBF) is the largest book fair in the Afro-Asian region (from 8th to 16th January) is Celebration its 50 years of journey, and will be held in a large and more inclusive format.

- NDWBF organized by NBT since 1972.
- More than 1.2 million visitor's footfalls/year.
- One of the biggest B2C book fairs in Asia.
- About 2000 Exhibitors from across India.
- About 30 foreign countries participates in the fair.
- More than 400 events, programmes, meeting's and networking's events.
- Book releases, book launches by the dignitaries during the fair.
- NDWBF 2021 was the first VIRTUAL book fair in India, with NEP as the theme.

Total Cost of the NDWBF is comes to rupees twenty core to twenty five crore.

Given the favorable set of conditions, it is expected that the NDWBF'2022 could have multiple avenues for mobilizing sponsorships channel. The NDWBF'2022 is organized annually by National Book Trust, India, which is looking for empanelment of consultancy Firms/Agencies working in the field of generating/raising sponsorship funds from relevant Companies/Organizations for its mega event New Delhi World Book Fair'2022.

Scope of work

An indicative **Scope of work** for empaneled agencies is provided. It is clarified here that this indicative scope of work is for reference purposes only and the final scope of work shall be defined at the length depending on the requirement of project.

- Sell on –air/digital/on- ground sponsorships.
- Puts ads on event website.
- Sell premium attendee experiences.
- Identify various options available for monetization of event.
- Finalize sponsorship packages and presentation materials as per the available scope fro branding, in consultation with NBT, based on the overall sponsorship strategy for the event.
- Organize meetings with potential sponsors in corporate sector and make appropriate presentations.
- Prepare sponsorship proposals and undertake appropriate follow up with potential sponsors to obtain the maximum sponsorships.
- Negotiate sponsorship arrangements and finalize contracts between NBT and the Sponsor's.

- Coordinate all sponsorship matters with NBT, as required.
- Report all developments in sponsorship on a regular basis to NBT.
- Any other work related required to obtain the maximum sponsorships as per the approval of NBT.

If the empaneled firm/consultants have any interested Sponsor, then the firm shall first approach to the NBT, India with its detailed proposal for sponsorship every time. If the proposal is suitable with all the required aspects of the Trust then NBT will authorize the firm for generation/raising sponsorship fund with the Sponsor.

Interested Firm/consultants/Agencies may send their application as per the instruction given in the EOI documents.

Before submitting the EOI, the bidder should carefully read and examine all the terms, conditions, instruction etc. contained in the bidding documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these bidding documents may result in rejection of its bid.

Volume -I Technical Bid

Eligibility Criteria:

S. No	Eligibility Criteria	Maximum Marks	Documents to be submitted
1.	The Firm should be registered	10	Certified copy Firm Registration certificate/Partnership Deed/AOA/MOA etc.
2.	The Firm should have valid PAN and GST registration.	10	Copy of PAN & GSTIN
3.	The minimum average turnover for last 3 financial years should be 25 lakh or more.	15	
4.	The firm should have at least 3 years' experience in the field of Event Management/Fund raising/Sponsorship for Events etc.(For Start-ups & MSME the (MSEs) ORDER ,2012 will apply)	15	Experience Certificate awarded by the Organisation OR Undertaking on Firm/Company Letter Head about detailed experience of the Firm/Company.
	Total (A)	50	
5.	Interaction/Presentation with Management Committee (B)**		
	Understanding of Scope of Work, Work Plan including Approach and Methodology.	05	A detailed write-up on Bidder's Letter head to be submitted along with Bid.
	Overall Strategy for method of obtaining sponsorship for NDWBF.	05	
	Innovation and Creative ideas for monetization of NDWBF'2022.	05	PPT to be submitted at the time of presentation.
	Showcase of capability of agency in terms of raising sponsorship for mega Book Fairs.	05	
	Total Marks (B)	20	
	Total Marks (A) +(B)	70	
	Other criteria's		
1.	The bidder should not have been barred/ black listed/ disqualified by CG/SG, PSUs, Autonomous Body,		Declaration on Rs. 100/- Stamp Paper and notarized as per Format VI.

	regulators/ statutory body in India		
--	-------------------------------------	--	--

Note:

- A. ****Evaluation criteria for Consultants:** Only Part B of the Eligibility criteria will be considered for Individual Consultant.
- B. The eligibility based on which the firm/agency initially qualify is required to be maintained by the firm throughout the contract period, failing which the contract can be terminated.
- C. **The bidder scoring at least 35 marks in Technical Part ‘A’ (in Eligibility Criteria) will be selected for Presentation.**
- D. In case, any firm obtained minimum marks in each field of eligibility criteria but fails to achieve minimum score of 35 marks in Part ‘A’ (in Eligibility Criteria), on overall basis, shall be rejected and will not be considered for further process.
- E. The Technical bid prepared by the bidder shall comprise of:
 - (i) Unconditional Acceptance Letter as specified in Format II.
- F. Technical bid of only those bidders will be evaluated whose Eligibility Criteria Documents are found in order.
- G. Detailed technical evaluation will be carried out based on the Technical Bid along with all documents are evidence as mentioned above.

Volume -II

Financial Bids shall be opened only for technically qualified bidders.

The Financial bid will be opened only for technically qualified Firms. The Financial shall be and inclusive of all applicable taxes & duties except GST as applicable.

Note:

- 1) Financial bid shall be quoted as per the format V of the EOI.
- 2) All the technically qualified Firms/Agencies/Consultants will be empaneled on the L1 rate.
- 3) If L1 party denies to accept the work order after completion of the EOI process then L2 rate will be treated as L1, and the same process will be followed till finalization of the empanelment.

SPECIAL TERMS AND CONDITIONS

1. PERIOD OF CONTRACT

The Period of empanelment of Consultants/Consultants Firm/Agencies shall be for the financial year 2021-22, which may be renewed for another period on yearly basis, subject to the discretion of NBT depending upon the work of the Bidder. Any renewal shall be by way of a fresh agreement between the parties.

Further, in case of non-satisfactory performance during the currency of contract or any change in scope of work, the contract may be terminated by NBT, India by Serving Notice.

2. All empaneled Bidders must honor all EOI conditions/Directions of NBT/EOI Documents and adherence to all aspects of fair-trade practices in executing the purchase orders/work order placed by NBT. Failing this, NBT may stop their further participation in EOIs as may be floated by NBT.
3. NBT shall have only principal to principal relation with the Empanelled Bidder. The Empanelled Bidder may assign any part of their scope of work to any sub-agency/third party, subject to prior written approval of NBT, however NBT shall have no relation with the sub agency/third party. The Empanelled Bidder shall be liable and responsible to NBT for performance and all purposes whatsoever. Any payments to the sub-agency shall be made by the Empanelled Bidder directly and NBT shall bear no responsibility and/or liability whatsoever on any grounds whatsoever. The Empanelled Bidder shall continue to be liable and responsible to NBT for delivery/execution of the Scope of Work and NBT shall have no obligation whatsoever towards the sub-agency. However, the Empanelled Agency will have to consider the objections raised by NBT with regards to the sub-Agency. The Empanelled Agency will also have to immediately remove/replace the sub-Agency in the event, NBT raises objections and is not satisfied with the sub-agency for any reasons whatsoever.
4. In the event, an Empanelled Bidder or the concerned division of the Bidder is taken over /bought over by another company, all the obligations and execution responsibilities under the agreement with NBT, should be passed on for compliance by the new company in the negotiation for their transfer, subject to the prior written approval of NBT.
5. NBT may, at any time, terminate the empanelment by giving written notice to the empanelled bidder without any compensation or liability, if the Empanelled Agency commits any breach of contract, has misrepresented or becomes bankrupt or otherwise insolvent, and/or NBT is not satisfied with the work of the Empanelled Agency or for any reasons whatsoever provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NBT.

OR

Director, NBT reserve the right to cancel the empanelment at any time without assigning any reason thereof.

- 6. Submission of Bid Security Declaration:** According to the OM No. F.9/4/2020-PPD dated 12/11/2020 issued by Department of Expenditure, Ministry of Finance, Government of India, because of slowdown in economy due to pandemic, no provision will be made regarding bid security (known as EMD). Instead of EMD, bidder has to sign Bid Security Declaration, provided with the circular. Accordingly, bidder has to submit Bid Security Declaration instead of EMD amount. Performa of Bid Security Declaration is provided at FORMAT-IV.

7. RESERVED RIGHTS

NBT reserves the right to:

- a. Accept/reject the Bid/EOI in full or part without assigning any reason thereof.
- b. Revise the requirement at a later stage as and when required.
- c. Amend, modify, relax or waive any of the conditions stipulated in the EOI wherever deemed necessary.
- d. The implication, if arises, thereof in execution of work for any institution/user other than NBT will not in any way devolve on NBT.

8. No Liability clause:

- a. In the event of any misstatement or misrepresentation being discovered or detected in the information furnished from the documents submitted by the Bidder in response to this EOI or at any later stage, or in the event of any contravention by the Bidder of any condition or criterion stipulated, NBT shall terminate or cancel the appointment / engagement of the Bidder, and nothing shall be payable or be paid by NBT to the Bidder as compensation/damages or penalty;
- b. NBT will not be liable for any costs, damages or losses incurred by any Bidder participating in this EOI, if NBT decides to cancel the EOI process or for any reason whatsoever.
- c. The Bidder shall be responsible for all costs incurred in connection with participation in the EOI process, including but not limited to costs incurred in conduct of informative and other diligence activities, participation in meetings / discussions / presentations, preparation of proposal or costs incurred for providing any additional information required by NBT to facilitate the evaluation process.
- d. The submission of a response to this EOI by any Bidder confirms the Bidder's acceptance of all terms and conditions of this EOI including the amended terms and conditions (if any). Further, by doing so, the Bidder acknowledges that it has:
 - understood and examined the extent of the Rights, scope of Work and other information made available in writing by NBT, for the purpose of this EOI;
 - examined all information relevant to the risks, contingencies and other circumstances that could affect the EOI; and
 - satisfied itself as to the correctness and sufficiency of the EOI.

9. Corrupt Or Fraudulent Practices

It is required by all concerned namely the Bidders/Successful Bidders etc. to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, NBT: -

- a. will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent or collusion or coercive practices in competing for the contract in question;
- b. will declare the Bidder ineligible or blacklist, either indefinitely or for a stated period of time, to be awarded a contract by NBT, if it at any time determines that the firm has engaged in corrupt or fraudulent or collusion or coercive practices or gross/deliberate negligence in competing for, or in executing the contract.

- 10.** “NBT reserves the right not to conclude the Contract and in case contract has been issued, terminate the same, if, found to be obtained by any misrepresentation, concealment and suppression of material facts by the Bidder. In addition, Bid Security/Performance Security (as the case may be) deposited by the Bidder shall be forfeited and legal as well as administrative action for such misrepresentation, concealment & suppression of material facts shall be initiated.”

11. Confidentiality

- a. The Bidder agrees and acknowledges that this EOI is confidential and the Bidder, by downloading the EOI document, agrees and undertakes that nothing contained in this EOI shall be disclosed in any manner whatsoever, except to the financial and legal advisors of such Bidder. The undue use by any Bidder of confidential information related to the Bid process may, at the sole discretion of NBT, result in the rejection of its Bid. The Bidder shall further ensure that such financial and legal advisors or any other employees, representatives of the Bidder maintain confidentiality of the EOI and any information disclosed to them in relation thereto.
- b. The Bidder is not authorized to waive or release any privileged information obtained from or on behalf of NBT. The Bidder is required to maintain the confidentiality of all privileged information. This requirement is perpetual i.e., it will continue even after the termination of the relationship between the Bidder and NBT. This requirement is also intended to prohibit the Bidder from using information obtained from or on behalf of NBT or its successors or assignees, including work product prepared at NBT’s expense, for other clients of the Bidder without the prior written approval of NBT. The Bidder is not authorized to identify NBT as a client for the purposes of marketing or for advertising, without the prior written approval of NBT. Upon termination of the relationship, the Bidder agrees to return promptly all information obtained from or on behalf of NBT or any copies thereof to NBT. The Bidder is not authorized to communicate with the public, including the press, about any matter in relation to its relationship with NBT without the prior written approval of NBT.

12. Submission of EOI

COVER – I DETAILS: TECHNICAL BID

The following documents shall be submitted with Technical Bid:

S.no	Particulars	Page no. of enclosed documents
1.	Copy of entire set of EOI documents including duly signed and sealed by the authorized signatory in all pages, as a acceptance of EOI document along with the term & conditions of EOI Documents	
2.	Certified copy of Registration	
3.	Resume of the Firms	
4.	Copy of Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return.	
5.	Declaration about Blacklisted/Non-Blacklisted company Rs. 100/- stamp paper & notarized, as per Format VII.	
6.	Copy of PAN, TAN, GST No. and TDS GST No. of the Firm/AGENCY	

13. EVALUATION PROCESS:

1) A proposal shall be considered responsive if –

- a) It is received by the proposed Due Date and Time.
- b) All required documents including EOI documents Stamped & Signed by the Authorized Person.
- c) It contains the information and documents as required in the EOI Document.
- d) It contained letter of Un-Conditional Acceptance of Company's letter Head. Letter of Power of Attorney in the name of the person signing on behalf of the Authorized Person.
- e) It provides the information in reasonable detail. The NBT, India reserves the right to determine whether the information has been provided in reasonable detail.
- f) There are no significant inconsistencies between the proposal and the supporting documents.
- g) The Technical qualification conforms to as specified in the eligibility criteria in the EOI documents.
- h) The NBT, India reserves the right to reject any EOI which in its opinion is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by the NBT, India in respect of such EOI.
- i) The NBT, India would have the right to review the Technical Qualification and seek clarifications or other seek necessary documents through email wherever necessary.

- 2) The decision of NBT, India in all matters regarding Empanelment of Firm will be final and binding on the applicants. No correspondence or personal enquiries shall be entertained by the NBT, India in this regard.

OPENING OF EOI

- (a) The Technical Bid shall be opened on **16.11.2021** at 11:30 hours on in the presence of the bidders or their authorized representatives.

**National Book Trust, India, Nehru Bhawan,
5, Institutional Area, Phase-II,
Vasant Kunj, New Delhi-110070.**

- (b) The Financial bid of those bidders who are technically qualified, shall be opened (Eligible Bidders will be informed separately by mail).
(c) NBT, India reserves the right to extend the date of receiving/opening of the bids.
(d) NBT, India reserves the right to call for any other details or information /documents from any of the bidder(s).

3) Selection Criteria

The final selection of the successful bidder from the technically qualified bidders be done by considering the technical bid and financial bid by using the following criteria and weightage: -

Criteria	Maximum Marks (weightage)	Method of allotting marks for Combined Score Financial
Financial	30	The bidder with the lowest quote will be awarded 30 Marks and of the bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-/10%, the bidder quoting this price will get 30 marks. A bidder quoting Rs.100/-/16.66% will get $(60/100) \times 30 = 18$ marks. Or $(10\%/16.66\%) * 30 = 18$ marks.
Technical	70	The bidder with the maximum technical score will be Awarded 70 marks and other bidders will be awarded proportionately less marks. For example, if, the highest technical score is 80, bidder having this will get 70 marks. Bidder having technical score of 70 will get $[70/80] \times 70 = 61.25$ marks.
Total	100	

All the technically qualified bidders will be empaneled on the L1 rate.

NOTES:

- a) **The Financial Bid as per Format V has to be submitted in separate envelop with technical bid.**
b) NBT, India reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
c) NBT, India reserves all rights to accept or reject any or all bids without assigning any reason thereof.

- d) The Financial Bids of the technically qualified bidder shall be opened in the presence of their representatives, on a specified date and time and Venue, which will be intimated to the Technically Qualified bidders.

7. SIGNATURE OF BIDS/OFFERS

The offer must contain the name, designation, residence and place of business of the person or persons making the offer and must be duly signed and stamped on each page by the bidder with his usual signature.

Offer by a partnership firm must be furnished with full names of all partners and be signed with the partnership name, followed by the signature(s) and designation(s) of the authorized partner(s) or other authorized representative(s).

The Power of Attorney in the name of the person signing on behalf of the Firm/Agency shall be furnished along with the offer.

8. REJECTION OF OFFER/CANCELLATION OF CONTRACT

If the firm gives wrong information in its offer, NBT, India reserves the right to reject such offer at any stage or to cancel the contract, if awarded.

7. If the empaneled firm have any interested Sponsor, than the firm shall first approach to the NBT, India with its detail proposal for sponsorship every time. If the proposal is suitable with all the required aspects of the Trust than NBT will authorized the firm for generation/raising sponsorship fund with the Sponsor.

GENERAL TERMS AND CONDITIONS

1. CLARIFICATIONS ON EOI DOCUMENTS

A prospective EOI requiring any clarification on the EOI Document may notify through queries, only within the specified period. Request for clarifications, if any, must be received not later than 2 (two) working days prior to the deadline for submission of EOIs. Details of such queries raised and clarifications furnished will be given through email without identifying the names of the Bidders who had raised the queries.

In case of any clarification on the terms/clauses mentioned in the EOI, decision of the NBT, India shall be final.

2. AMENDMENT OF NOTICE FOR EOI DOCUMENT

Before the deadline for submission of EOI, the EOI Document may be modified by NBT, India by issue of addendum /corrigendum.

Addendum/corrigendum, if any, will be hosted at NBT, India Website and shall become a part of the EOI document. All EOIs are advised to see the NBT, India Website for addendum/ corrigendum to the EOI document which may be uploaded up to 1 day prior to the deadline for submission of EOI as finally stipulated.

To give prospective EOI reasonable time in which to take the addenda/ corrigendum into account in preparing their EOIs, extension of the deadline for submission of EOIs may be given as considered necessary by NBT, India.

3. REJECTION OF BID

I. NBT, India reserves the right to reject the conditional or incomplete offer.

II. NBT, India also reserves the right to accept or reject all Bids and to annul the bidding process and reject all Bids, at any time prior to award of Agreement, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of the grounds for NBT, India action

4. CONFIDENTIALITY CLAUSE

Any and all information in written, electronic media or oral form and disclosed to the Consulting Firm shall at all times remain the legal and absolute property of NBT, India and the engaged Firm shall have no rights to use the information for any purpose other than that expressly authorized by NBT, India.

5. TERMINATION OF SERVICES

The empanelment can be terminated by the Director NBT, India without assigning any reason, whatsoever, at any time during the contract period.

6. SETTLEMENT OF DISPUTES

Except as otherwise specifically provided in the contract all disputes concerning questions of fact arising under the contract shall be decided by the NBT, India.

Any disputes or differences including those considered as such by only one of the parties arising out of or in connection with the contract shall be to the extent possible settled amicably between the parties.

If amicable settlement cannot be reached, then all disputed issues shall be settled by arbitration at Delhi only.

7. Canvassing in any form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
8. In case any bidder is found to be involved in cartel formation, his bid will not be considered for evaluation / placement of order. Such Bidder will be debarred from bidding in future.
9. NBT, India shall be authorized to make statutory deductions as applicable from the amount payable to the empaneled Firm.
10. All the above terms & conditions, scope of work and guidelines as mentioned in EOI documents shall form part and would be treated as terms and conditions of the contract.
11. Representations And Warranties
 - a. NBT, along with its employees, representatives, advisers, make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this EOI or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the EOI and any assessment, assumption, statement or information contained therein or deemed to form part of this EOI or arising in any way in this Selection Process.
 - b. NBT may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this EOI.

- c. The Bidder represents that all the information provided are truthful information without concealment of any facts. In case, at any stage, it is found that any information given by the Bidder is false / incorrect / concealed, then NBT shall have the absolute right to take any action as deemed fit including but not limited to dropping the Bidder from consideration for award of work / blacklisting etc. without incurring any liability to the affected bidder(s) on the ground of NBT action.
- d. The Bidder represents that no effort has been used by the Bidder to influence the Bid comparison / evaluation / work award decision by way of overt / covert canvassing. Such an effort shall result in non-consideration / rejection of its Bid.

12. INDEMNIFICATIONS AND LIABILITIES

- a. The bidder shall fully indemnify, hold harmless and defend NBT/NDWBF and its Officers/Employees/Agents/Stockholders/Affiliates from and against all claims (including third party claims for infringement of intellectual property rights) , demands, actions, suits, damages, liabilities, losses, settlements, judgments, costs and expenses (including but not limited to reasonable attorney's fees and costs), whether or not involving a third party claim including claims for infringement, which arise out of or relate to:
 - any breach of any representation or warranty of the bidder contained in the EOI,
 - Any breach or violation of any covenant or other obligation or duty of the bidder under this EOI.
- b. NBT accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this NBT.
- c. NBT reserves the right to accept or reject any or all proposal (s) or to annul the EOI process in to and reject all proposals at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder (s) on the ground of NBT action.
- d. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bids including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by NBT or any other costs incurred in connection with or relating to its Bids. All such costs and expenses will remain with the Bidder and NBT shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by the Bidder in preparation or submission of the Bids, regardless of the conduct or outcome of the Selection Process.
- e. Each party shall, at all times, indemnify and keep indemnified the other party, against all claims / damages for any infringement of any intellectual property rights by it of the other party.
- f. The Successful Bidder shall at all times indemnify and keep indemnified NBT against all claims/third party claims/damages etc. for any infringement of Intellectual Property Rights (IPR) while providing its services under the Project
- g. The Successful Bidder shall at all times indemnify and keep indemnified NBT against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its (the Successful

- Bidder's) employees or agents or by any other third Party resulting from or by any action, omission or operation conducted by or on behalf of the Successful Bidder.
- h. The Successful Bidder shall at all times indemnify and keep indemnified NBT against and any claims by Employees/sub-agency in respect of wages, salaries, remuneration, compensation or the like.
 - i. All claims regarding indemnity shall survive the termination or expiry of the Contract

13. FORCE MAJEURE

- a. For purposes of this Clause, "Force Majeure" means an event beyond the control of the Successful bidder and not involving the Successful bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts done in sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, pandemics, quarantine restrictions, lock downs and freight embargoes. The Successful Bidder shall not be liable for imposition of any such sanction so long the delay and/or failure of the Successful Bidder in fulfilling its obligations under the contract is the result of an event of Force Majeure.
- b. If a Force Majeure situation arises, the Successful Bidder shall promptly notify NBT in writing of such conditions and the cause thereof within 7 (seven) days of occurrence of such event. Unless otherwise directed by NBT in writing, the Successful Bidder shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- c. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding 60 (sixty) days, NBT may at its option terminate the contract without any financial repercussion on either side.
- d. In case due to a Force Majeure event NBT is unable to fulfil its contractual commitment and responsibility, NBT will notify the Successful Bidder accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

Format: I

EOI Application and Technical Information
EOI NO. NBT/Exhibition/NDWBF-2022/SPONS/2021-22.
National Book Trust, India

From

To
The Director,
National Book Trust

EOI No.

Dated:

Subject: Submission of Notice for EOI for empanelment of consultancy Firms/Agencies working in the field of generating/raising sponsorship funds from relevant Companies/Organizations NBT, India mega event New Delhi World Book Fair-2022 (08/01/2021 to 16/01/2021)

Dear Sir,

Being duly authorized to represent and act on behalf of
(Hereinafter referred to as “the Bidder”) and having reviewed and fully understood all of the requirements of the EOI document and information provided, the undersigned hereby apply for the project referred above.

We are submitting our Bid enclosing the following, with the details as per the requirements of the Bid Document, for your evaluation.

Sr. no.	Particulars	Page no. of submitted documents
1.	Self- Attested copy of the Certified copy of Registration	
2.	Self- Attested copy of the Resume	
4.	Self- Attested copy of Experience Certificates	
5.	Self- Attested copy of Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return	

6.	Declaration about blacklisted on Rs. 100/- stamp paper & notarised	
7.	Self- Attested copy of PAN, TAN, GST No. and TDS GST No. of the Firm/LLP	
8.	Self- Attested copy formats	
9.	Self- Attested copy of entire set of EOI documents including Financial bid, duly signed and sealed by the authorized signatory in all pages.	
10.	Self- Attested copy of Unconditional letter of acceptance as per Format II	
11.	The Firms/Agencies participating has to submit their exhaustive list of probable sponsors as per their expected priority	
12.	Priority list as per Format VII	

We hereby agree to fully comply with, abide by and accept without variation, deviation or reservation all technical, commercial and other conditions whatsoever of the Bidding Documents and Amendment/ Addendum to the Bidding Documents, if any, for subject EOI.

We understand that any deviation/exception in any form may result in rejection of Bid. We, therefore, certify that we have not taken any exceptions/deviations anywhere in the Bid and we agree that if any deviation/exception is mentioned or noticed, our Bid may be rejected.

We hereby further confirm that any deviation/exception with reference to instructions and terms and conditions if mentioned in our Bid, shall not be recognized and shall be treated as null and void.

Signature of the bidder or: _____ Authorized Signatory

Name of the bidder: _____

Company Seal: _____

UNCONDITIONAL ACCEPTANCE LETTER

(To be given on Letter head along with Technical Bid)

To,
The Director,
National Book Trust, India,
05, Nehru Bhawan,
Phase-II, Institutional Area
Vasan Kunj
New Delhi-110070

Sub: - Acceptance of NBT, India EOI notice conditions

“Notice for EOI for empanelment of consultancy Firms/Agencies working in the field of generating/raising sponsorship funds from relevant Companies/Organizations for its mega event New Delhi World Book Fair-2022 (08/01/2021 to 16/01/2021)”

EOI ID: NBT/Exhibition/NDWBF-2022/SPONS/2021-22.

Sir,

I/We have read all the clauses, terms and conditions of EOI by NBT, India for “Notice for EOI for empanelment of consultancy Firms/Agencies working in the field of generating/raising sponsorship funds from relevant Companies/Organizations for its mega event New Delhi World Book Fair-2022 (08/01/2021 to 16/01/2021)” and accept them unconditionally. I/We understand that in case of conditional offer my/our EOI shall be summarily rejected.

I/We declare that I/We have not paid and shall not pay any bribe to any officer of NBT for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of NBT asks for bribe/gratification, I/We shall immediately report it to the Director, NBT.

The required Bid Security Declaration Undertaking for this work has also been submitted and the Signed copy of Bid Security Declaration Undertaking is enclosed herewith.

Date:

Sincerely yours

Place:

(Signature of the EOI with rubber stamp)

TECHNICAL BID

1	Name of the Firm/ LLP	
2	Complete Postal Address:	
3	Pin code / Zip code	
4	Contact Information Office Phone Number: Residence Phone Number: Mobile Number: Fax: E-Mail: Name & Designation of Contact Persons	
5	Year of Establishment: (enclose the copy of the registration certificate)	
6	Nature of Business	
7	Details of Partners /Directors	
8	Registration Details (attach proof) Firm Registration Number & Date: Income Tax PAN & TAN: GST Registration No.: TDS-GST Registration No.: - Others, if any:	
9	Debarred/black listed by CBI/CVC/any other Government agencies: -	Yes/NO
10	Bid Security Declaration in lieu of EMD	

11	Bank Account Particulars: Name of the A/c holder Complete Bank Account No. Account type (SB/ CA) Name of the Bank Branch & Address Branch contact phone Nos. 11 digit IFS code	
I / we hereby confirm that the particulars given above are correct and complete and also undertake to advise any future changes to the above details.		
Name, seal & signature of the Authorized signatory		

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidders Letter head)

I / We, the authorized signatory of M/s..... ,
participating in the subject EOI No. for the item / job
of....., do hereby declare :

(i) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject EOI and no EMD being deposited for the said EOI.

(ii) That in the event we withdraw / modify our bid during the period of validity, I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of EOI Conditions / Contract which attracts penal action of forfeiture of EMD and I/we will be suspended from being eligible for bidding / award of all future contract(s) of NBT, India for a period of one year from the date of committing such breach.

Authorized Signatory:

Name & Seal of the Firm:

Date:

Place:

Format: V

Financial Bid in respect of National Book Trust, India and its Regional Office
(To be filled by bidder)

Name of Job/ services: Empanelment of Consultancy Firm for Sponsorship for NBT mega event NDWBF

Name of Organization: National Book Trust, India

EOI NO.: NBT/Exhibition/NDWBF-2022/SPONS/2021-22.

Name of Bidder:

Sponsorship Fee to be mentioned as per slab

Sl. No.	Particulars	Amount. (%) (Revenue based/ Performance driven)
1.	On Final materialised sponsorship proposal.	

Note:

- A) Amount quoted should be included all the taxes/TA/DA/Other expenses/Other Cost to be incurred for fund raising/generation in connection to Sponsorship excluding GST.**

Signature	
Name of signatory	
Designation of signatory	
Official seal	

Evaluation criteria for Financial Bids:

- 1.1** The bids should be unconditional. Conditional bids would be summarily rejected.
- 1.2** Financial Bids shall be opened only after due scrutiny of Technical Bids in respect of the technically eligible Bidders only.

(The Date & Time for opening of Financial Bids shall be intimated to the technically eligible Bidders later).

- 1.3 Evaluations of bids shall be done on the basis of rates quoted in the financial bid separately.
- 1.4 **If any tie in price bids received from different bidders, then it shall be at the discretion of the Director (National Book Trust, India) to select the suitable bidder.**
- 1.5 Disputes, if any, shall be resolved by sole Arbitration nominated by the Chairman, National Book Trust, India.

Declaration about Blacklisting/non blacklisting
(On Rs. 100 Stamp Paper)

We hereby declare that we have not been black listed/ debarred by any Government department/agency / Reserve Bank of India, Nationalized banks, or any Public Sector Unit or any other body recognized by Government of India.

Authorized Signatory (Partner):

Name & Seal of the Firm:

Date:

Place: