

No.F.2-39/07-Exh

19 February 2008

NOTICE INVITING TENDER

The National Book Trust, India (NBT), an autonomous organisation of the Department of Higher Education, Ministry of Human Resource Development, Government of India, New Delhi, invites sealed tenders, in the enclosed Tender Form (**Annexure 2**), from registered and government approved contractors, for **temporary construction of stalls and single stands using octonorm system and installation of electrical fittings and PA system, on hire basis**, in connection with the Cuttack Book Fair to be organised by the NBT from 22 to 30 March 2008 at Baliyatra Ground (in front of Barabati Stadium), Cuttack (Orissa).

The terms and conditions may be seen at **Annexure 1** to this NIT.

Sealed tenders, superscribed "Cuttack Book Fair: Tender for temporary construction of stalls and installation of electrical fittings and PA system" shall be accepted up to **3 p.m.** on 22 February **2008** in the office of the National Book Trust, India, A-5 Green Park, New Delhi 110016 and shall be opened immediately thereafter. Tenderers or their authorised representatives may, if they so desire, be present at the opening of the tenders.

(VIJAY PAL)
DY. DIRECTOR (EXH)

Encl: as mentioned above

NATIONAL BOOK TRUST, INDIA
A-5 GREEN PARK, NEW DELHI 110 016

CUTTACK BOOK FAIR
22 TO 30 MARCH 2008
BALIYATRA GROUND
(IN FRONT OF BARABATI STADIUM), CUTTACK (ORISSA).

TERMS AND CONDITIONS FOR TEMPORARY CONSTRUCTION OF STALLS AND
SINGLE STANDS USING OCTONORM SYSTEM AND INSTALLATION OF
ELECTRICAL FITTINGS & PA SYSTEM, ON HIRE BASIS

NATURE OF WORK

Construction of waterproof temporary stalls and other fixtures, installation of electrical fittings and PA system as mentioned in **Annexure 2**.

TERMS AND CONDITIONS

1. The tender shall be submitted on the prescribed tender form (**Annexure 2**) (estimated value of the tender: Rs.14 lakh).
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 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 NBT. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
4. The Tenderer should clarify whether the individual signing the tender or other documents in connection with the tender signs as:
 - 4.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietor, or
 - 4.2 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
 - 4.3 Constituted Attorney of the firm if it is a company.

5. The Tenderer may modify or withdraw his tender after submission of the tender, provided that written notice of the modification or withdrawal is received by the NBT prior to the last date prescribed for receipt of tenders. No tenders may be modified subsequent to the last date for their receipts.
6. Incomplete tenders are liable to be rejected.
7. The quantities mentioned in the schedule may either be increased or reduced at the discretion of the NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
8. 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.
9. If there is a discrepancy in rates between words and figures, the amount in words will prevail.
10. Tenderers shall be required to deposit Rs.35,000.00 as Earnest Money (refundable) in the form of a demand draft drawn in favour of **National Book Trust, India**, payable at Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily.
11. 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.
12. Each tender should be accompanied by documentary evidence of the Tenderer being a registered/approved government contractor and of his having done work of a similar nature. In the absence of documentary evidence, the tender may be rejected.
13. The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting tenders.
14. The NBT will open the tenders in the presence of the Tenderer or his authorised representative, who may choose to attend at the following location:

National Book Trust, India
A-5 Green Park, New Delhi-110016

15. The Tenderer's name, modifications, tender withdrawal and such other details as the NBT, at its discretion, may consider appropriate, will be announced in the meeting.
16. 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.
17. 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.
18. 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 any other Tenderer. The decision of the NBT in this regard will however be final.
19. The successful contractor must complete the work satisfactorily by 5 p.m. on 20 March 2008.
20. The contractor shall engage technically qualified personnel for executing the work.
21. The NBT will award the contract to the successful 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. The NBT shall however not bind itself to accept the lowest or any tender, wholly or in part.
22. Before award of the contract the successful tender will be required to deposit as Security (refundable) a sum equivalent to 5% of the value of the contract, after adjustment of Earnest Money Deposit in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at Delhi. The Security Money deposited by the successful Tenderer will be retained till completion of the Fair.
23. Security money shall, however, be liable to 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. If the successful contractor backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.
24. Liquidated Damages: In case of failure to complete the job in time NBT may impose a penalty of Rs. 1,000.00 per hour and the contractor may be black-listed for future work. The NBT 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 the NBT will have to be borne by the original contractor.

25. During the period of construction, the contractor shall have to make his own arrangement for facilities such as water, electricity, security etc.
26. In the event of any accident during the execution of work, any loss shall be borne by the contractor. He shall not be entitled to any compensation or claim from the National Book Trust, India for any loss to his articles, dead stock, furniture, fixtures, etc. on account of natural calamities beyond the control of the Authorities.
27. 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.
28. 80% payment on the billed amount may be made before close of the Fair, subject to a physical verification by the officers of the NBT. The remaining 20% payment shall be made at headquarters.
29. 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.
30. 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.
31. The decision of the NBT in this regard would be final and binding.
32. The NBT is not bound to accept the lowest rates quoted by any Tenderer and reserves the right to accept the whole or any part of the tender as portion of the quantity offered, which the Tenderer shall supply at the rates quoted.
33. 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 NBT in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable, after receipt of the contractor's notice, the NBT shall evaluate the situation and may at its discretion extend the contractor's time for performance.
34. On conclusion of the Fair, the contractor must remove the installations by 5.00 p.m. on 22 April 2008.

35. 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.

NATIONAL BOOK TRUST, INDIA
A-5 GREEN PARK, NEW DELHI 110 016

CUTTACK BOOK FAIR
22 TO 30 MARCH 2008
BALIYATRA GROUND
(IN FRONT OF BARABATI STADIUM), CUTTACK (ORISSA).

TENDER FORM FOR TEMPORARY CONSTRUCTION OF STALLS AND SINGLE STANDS USING OCTONORM SYSTEM AND INSTALLATION OF ELECTRICAL FITTINGS AND PA SYSTEM, ON HIRE BASIS

Sl. No.	Particulars	Approx. Qty.	Rate per unit per day Rs. P.	Amount (full duration) Rs. P.
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A. Temporary construction of stalls and single stands using octonorm system

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|----|---|----|--|--|
| 1. | <u>Stall: Size 3m x 3m</u>
Waterproof superstructure with G1 sheet roof of 3.3 m height with steel pipe/balli posts; wooden platform of 12 ft. width and 9" in height with good quality clean carpet of uniform, approved colour; false ceiling with hessian cloth over the stall computerized lettering on vinyl cutting name facia in English/Oriya on Stalls of 3m x 3m, each with prefab octonorm system, consisting of 9 panels, with 30 wire mesh bookshelves, 6 spotlights, one octonorm table, two folding chairs and one waterproof kanat of 3m x 3m size | 70 | | |
| 2. | <u>Stand: Size 1m (single panel)</u>
Waterproof superstructure with G1 sheet roof of 3.3 m height with steel pipe/balli posts; wooden platform of 12 ft. width and 9" in height with good quality clean once used carpet | 10 | | |

of uniform, approved colour; false ceiling with Hessian cloth on

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wooden baton; 3' wide fascia with hessian cloth over the stall computerized lettering on vinyl cutting name fascia in English/Oriya on Stands of 1m, each with prefab octonorm system, consisting of one panel, with 5 wire mesh bookshelves, one spotlight, one octonorm table, one folding chair and one kanat

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|----|--|-----------------------------------|
| 3. | <u>Toilet block 4' x 4' (if required)</u>
With necessary fittings and fixtures, including doors (with lock system) with provision of water flow | 4 (two each for ladies and gents) |
| 4. | <u>Gate</u>
Size as per specifications given in enclosed layout
Material: Wooden frame and plywood with design on flex | 2 |
| 5. | <u>Auditorium:</u>
a) Pandal of size 30' x 90' x height 15' with wooden platform, waterproof and cloth ceiling, side cloth walls with fascia and carpet

b) Backdrop in the size of 20' x 8' with satin cloth on wooden frame with thermocol lettering of approved shade

c) Dais: 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 VIP chairs | 1 |

6.	Carpet for floor area	1200 sq.ft.
7.	Sofa Sets: For one day only, i.e. 22 March 2008)	8
8.	<u>Fibre chairs</u>	
	a) For the inauguration on 22 March 2008	200
	b) For every day thereafter for 8 days	50
9.	<u>Office block:</u> One stall of 3m x 3m with waterproof superstructure with GI sheet roof of 3.3 m height with 3” wide fascia with cloth over the office stall, 9” height wooden platform, false ceiling of off white cloth on wooden frame, once used carpet of good quality, 4 octonorm counters, 2 small almirahs with keys, 6 spotlights, 4 chairs and two small dustbins	1
10.	<u>Press Room:</u> One stall of 3m x 3m, with 2 octonorm counters, 4 chairs and one small dustbin etc.	1
11.	<u>Reception:</u> One stall of 2m x 2m, with 1 octonorm counter and 2 chairs etc.	1
12.	Tin wall	12,000 sq.ft. (approx.)
13.	Cloth wall	12,000 sq.ft. (approx.)

14.	Flower pots (for full duration of 9 days)	200 nos.
15.	Fire fighting equipment (C-2 Water and powder mix)	60 nos.
16.	Dustbins (big size)	20
17.	List of Participants (one each in English and Hindi)	2
18.	Indicators	15
19.	Sweepers for cleaning of full fair (10 a.m. to 8 p.m. daily)	5
20.	Security personnel round the clock: a) Supervisor b) Guards	1 5
21.	<u>Additional furniture</u> for stall holders only, if demanded	
	Octonorm counters (rates for entire duration of 9 days)	200
	Folding chairs (rates for entire duration of 9 days)	100

B. Installation of electrical fittings outside the stalls and PA system

20.	Meta lights similar to Philips lamps with adjustable beam and angle complete with lamps and necessary wiring	25
21.	Halogen lamps with adjustable beam and angle complete with 500 watts lamps and necessary wiring	50

22.	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 & diesel/petrol generator	90
23.	3 pin plug wherever necessary, with switch and necessary wiring for table lamps or demonstration, display model lights in various sections each capable of carrying a load upto 200 watts	10
24.	Zero (15) watt bulbs for decoration of gate and trees etc. including all wiring	3000
25.	<u>Generator set (with Fuel and Operator):</u> One 100 KVT sound proof generator set for the period from 22 to 30 March 2008 (with fuel and operator)	1
26.	Main line connection for total job from electric 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.	1 job lumpsum
27.	Street light poles(20'x2.1/2")	40
28.	Podium (for one day) good condition	1
29.	Complete PA system including equipment, wiring and installation in Auditorium with	1
	a) Speakers	30

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|--|--------------------------------------|
| b) Tape recorder (with cassettes of instrumental music) & 3 pin plug point | 1 |
| c) Microphone HI-FI (6 fixed with stand and 2 cordless microphone) | 8 |
| d) Complete PA system and audio recording of inaugural function and other programmes | One complete PA system with job work |

Date:

Signature:

Name :

Address :

PAN No.:

I/We undertake to abide and be bound by the terms and conditions of the tender/contract.

Signature: