



राष्ट्रीय पुस्तक न्यास, भारत
मानव संसाधन विकास मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Human Resource Development, Govt. of India

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070

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**Fabrication of INDIA PAVILION at Guadalajara International Book Fair
(FIL, Mexico) (30 Nov. – 8 Dec. 2019)
at Exhibition Center, Expo Guadalajara, Mexico**

1. National Book Trust, India (NBT) an autonomous organization established by the Government of India in the year 1957 to develop reading habit and promote book culture in India and Promotion of Indian Books abroad, invites sealed tenders/bids for **fabrication of INDIA PAVILION at GIBF 2019 (FIL, Mexico) (30 Nov. – 8 Dec.) at Exhibition Center, Expo Guadalajara, Mexico.**
2. NBT has been designated as the nodal agency by the Govt. of India, Ministry of Human Resource Development and Ministry of External Affairs to coordinate the India Guest of Honour Presentation at GIBF 2019.
3. The National Institute of Design (NID), Ahmedabad, under the Ministry of Commerce & Industry, Govt. of India is the Design Partner of NBT. NID would be responsible for design of the INDIA PAVILION and also for supervision of the fabrication and other related work.
4. **The Tender is Open to only those stand builders who have the experience of having worked on creating/fabricating the Guest Country Pavilion at FIL Guadalajara, Mexico and are empanelled with FIL Guadalajara**
5. Tender for fabrication of INDIA PAVILION should be submitted in two sealed envelopes viz. **Technical Bid (Envelope-I) & Financial Bid (Envelope-II).** **Technical Bid (Envelope-I)** shall contain pre-qualification documents as mentioned in Check List for Technical & Financial bids, the entire Tender Bid Documents with Terms and Conditions, Annexures II & III) and the Application form (Annexure IV) duly signed by the authorized person or persons as a token of acceptance of terms and conditions of contract and work specification. **Financial Bid (Envelope-II)** shall contain Price Schedule of quantities in US dollars. The Tenderer is also required to make a Presentation on the basis of the design specifications.
6. Bids placed in sealed covers in two envelopes duly marked as **Technical Bid (Envelope-I and Financial Bid (Envelope-II)** with the name of the project written on each envelope should be placed in the outer envelope and marked on top as **"Tender for fabrication of INDIA PAVILION, GIBF2019. The tenders will be received by 17 September 2019 till 05:00 p.m.** in the office of Embassy of India at Mexico City, addressed to Shri V Ram Mahesh, Head of Chancery, Musset 325, Col. Polanco, Mexico City – 11550.
6. **The technical bid shall be opened on 18 September 2019 at 11:00 a.m.** in the presence of the tenderers or their representatives who wish to be present. The technical bids shall be scrutinized by the Committee on various parameters constituted for the purpose.

The Financial Bids of only those Tenderers whose Technical Bids and Digital Presentation are acceptable to Tender Committee shall be opened **on 18 September 2019 at 02:00 p.m.** in the Embassy of India, Mexico City and the decision of the tender committee in this regard shall be final and binding.

7. **Schedule of Tender.**

Sl. No.	Tender Schedule	Date and time
1	Date of issue of Tender document	04 September 2019
2	Last Date of submission of Tenders	17 September 2019 till 5:00 p.m.
3	Date of opening of the Technical Bid and Digital Creative Presentation	18 September 2019 at 11:00 a.m.
4	Date of opening of Financial Bids	18 September 2019 at 2:00 p.m.

8. The tenderer should quote in figures as well as in words the rates and amount in US Dollars in the price schedule. The amount for each item should be quoted and the requisite totals should be given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies VAT etc. which shall be paid at the rates applicable from time to time. No extra payment shall be made in addition to the accepted rate as per the Price Schedule by NBT. If there is any discrepancy in rates between words and figures, the amount least/lowest will prevail.
9. Each bidder shall submit only one tender.
10. The Bidder shall bear all costs associated with the preparation of their Tender including cost of preparation for the purpose of clarification of the Tender, if so desired by the Tender Committee. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
11. The acceptance of a tender will solely rest with the Competent Authority of NBT, who is not bound to accept the lowest tender and reserves the right to reject any or all the tenders received, without assigning any reason whatsoever.
12. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect, are liable to be rejected.
13. Tender containing any condition leading to unknown/indefinite liability is liable to be summarily rejected.
14. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the Tenderers who resort to canvassing in any form or try to influence the process either directly or indirectly shall be liable for rejection by the Committee.
15. The Tenderers, in their own interest, are advised to inspect the space for Guest of Honour Pavilion at Exhibition Centre, Expo Guadalajara, Mexico for fabrication of "INDIA PAVILION" before submitting tenders to NBT. They should also go through the Technical Drawings & Specifications and Rendering simulations (Annexures II & III) for clear understanding of the Pavilion design.
16. The Tender Committee shall have right to issue Addendum to Tendered documents to clarify, amend, modify and supplement or delete any of the conditions, clause or items stated therein. Each Addendum shall form a part of the original invitation to Tender.

Yours faithfully,
Director
National Book Trust, India
"Nehru Bhawan",
5, Institutional Area, Phase-II,
Vasant Kunj, New Delhi - 110070

GENERAL TERMS AND CONDITIONS

1. **Parties**: The parties to the contract are the contractor(s), to whom the work has been assigned, and the National Book Trust, India (NBT) through the Director.
2. **Address**: For all purposes of the contract including arbitration thereunder, the address of the contractor(s) mentioned in the Bid(s) shall be final unless the contractor(s) notifies a change of address to NBT. The contractor(s) shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Contractor(s)**: The term contractor(s) shall mean company, firm or party to whom the contract is awarded, and 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 Bidders.
6. **Bid(s)**: The entire set of Bid(s) paper issued to the Tenderers should be submitted fully priced and also signed on each page to indicate acceptance of the Tender terms by the Bidders. Committee reserves the right to summarily reject a bid where the tender documents are not signed by the bidder
The schedule of quantities shall be filled in as follows:
 - i) The “Rate” column to be legibly filled using Ball pen or typed both in numerical / figures and in words.
 - ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity)
 - iii) All corrections are to be signed.
 - iv) In case of any errors / omissions in the quoted rates, the rates given in the Bid(s) marked “original” shall be taken as correct rates. No modifications, writings or corrections can be made in the Bid(s) papers by the Tenderers.

NBT reserves the right to reject the lowest or any Bid(s) and also to discharge any or all the Bid(s) of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning reasons.
7. **Signing of Bid(s) Documents**: Individual signing the Bid(s) or other documents connected with contract must specify whether he/she 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/she 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 executed by the partners of the firm.
 - (c) Director or a principal officer duly authorized by the Board of Directors of the Company.

NOTE:

- (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 Bid(s).
- (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 Bid(s) and all other related documents must be signed by all partners of the firm.
- (iii) A person signing the Bid(s) form or any documents forming part of the Bid(s) 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 Director, NBT without prejudice, shall 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 Bid(s) and all its Annexure as the acceptance of the offer made by the Contractor(s) will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS NOTICE INVITING BID(S).
 - (v) Any correction, mutilation or overwriting in figures of rates should be supported by signature of the bidder; otherwise the quotation will not be considered.
8. **Rates Quoted:** The rates quoted in the tender shall be for each item for the entire duration of the Fair until it is specifically mentioned. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies, etc., at rates applicable from time to time as per applicable Act. No extra payment shall be made by NBT in addition to the accepted rates.
9. **Opening of Bid(s):** The Tenderer is at liberty either himself/herself **or** an authorized representative (not more than one) to be present at the opening of the Bid(s). The representative attending the opening of the Bid(s) on behalf of the Tenderer should bring with him/her a letter of authority from the Tenderer and proof of identification.
10. **Criterion for Evaluation of Bid(s):** The NBT will examine the Bid(s) to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Bid(s) are generally in order. A Bid determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the Tenderer by correction of non-conformity.
11. Based on the qualification criteria specified in Chapter-4, the evaluation of all responsive tender will be made first on the basis of technical and commercial information furnished in the Form given in Chapter-5. The representatives of NBT shall have the authority to inspect the godown(s) and office (s) of the Tenderer to adjudge the capability of his claim in executing the job. If it is felt that the Tenderer does not have the capability to carry out the specified job, then in such an event, NBT reserves the right to reject the bid on technical grounds. The decision of NBT in this regard would be final and binding. The Digital Presentation followed by Technical Bids of those Tenderers whose Technical Bids are acceptable to NBT shall alone be opened on 18 September 2019 at 11:00 a.m. in the Embassy of India, Mexico City and the decision of committee in this regard shall be final and binding. The Financial Bids of those Tenderers whose Technical Bids and Digital Presentation are acceptable to the committee, shall be opened on 18 September 2019 at 2:00 p.m.
- It must be kept in view that the no decision will be given by the Tender Committee. Any inferences drawn during the meeting of this committee by the contractor(s) or their representatives will be their own view and the Committee will not be responsible and will not abide by the same. The reasons for selection or rejection of a particular Bid(s) will not be disclosed. **The award of work will be further subject to the specific terms and conditions of the contract given in Chapter - 3.**
12. **Communication of acceptance/right of acceptance:** The successful Bidder will be informed of the acceptance of his/her tender in writing.
13. **Performance Security:** The bidder shall submit the performance security to the value of 10% of the basic value of contract in the form of Demand Draft or alternatively in the form of bank guarantee to NBT within three days from the date of issue of work order. The performance guarantee can be forfeited by order of the NBT in the event of any breach or negligence or non-observance of any condition of contract or in case the fabrication is delayed beyond the period stipulated by NBT. The performance/security money so deposited will be retained till conclusion of the Fair and refunded along with balance 50% payment **without any interest**.
14. **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, natural calamities, civil commotion, strikes, acts of terrorism, labour disputes and government or public authority's demands or requirements.
15. **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 of 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 NBT shall have the power to terminate the contract without previous notice.

16. **Breach of terms and conditions:** In case of breach of any of terms and conditions mentioned above, the Competent Authority of NBT will have the right to cancel the work order/job without assigning any reason therefor and nothing will be payable by NBT in that event and the security deposit shall also stand forfeited.
17. **Subletting of work:** The firm shall not assign or sublet the work/job to any other person or party. In such case, NBT will impose penalty as it deems fit or even such contractor(s) can be blacklisted from applying to any future bids/tender of the NBT.
18. **Arbitration:** If any difference arises concerning this contract, its interpretation or the payment to be made thereunder, 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 to be appointed by the Secretary, Department of Legal Affairs. Such request shall be accompanied with a laminated panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the laminated panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed thereunder and in force shall be applicable to such proceedings.
19. **Legal jurisdiction:** The contract shall be deemed to have been concluded in Guadalajara, Mexico and all obligations hereunder shall be deemed to be located at Guadalajara, and the Courts in Guadalajara, Mexico will have jurisdiction to the exclusion of all other Courts.

CONDITIONS SPECIFIC TO THE CONTRACT

1. The Tender is Open for only those stand builders who have the experience of having worked on creating/fabricating the Guest Country Pavilion at FIL Guadalajara, Mexico and are empaneled with FIL Guadalajara. Relevant documents as proof need to be submitted with the Tender document.
2. Acceptance of the Tender will be communicated to the Contractor in writing within 2 days of approval of successful bidder by the Competent Authority of NBT.
3. **Incomplete Bid(s) are liable to be rejected. It means Contractor(s) should quote for all items. If any item is missed or not quoted then its value will be considered as "ZERO" and the contractor(s) 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 NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely. The variation in quantities will be costed at the same rates as mentioned in the Financial Bid, and the amount adjusted in the final bill accordingly.
5. When deemed necessary, the Tender committee may seek clarification on any aspect from the Tenderers. However, that would not entitle the Tenderers to change or cause any change in the rates or any part of the Bid(s). The NBT may, if so desire, ask the Tenderers to give presentation for the purposes of clarification of the Bid(s). All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Tenderers.
6. The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting Bid(s) at their own cost. If required, the leveling of the ground shall be done by the Contractor(s) at his/her own cost.
7. The Tender committee will open the Bid(s) in the presence of the Tenderers or their authorized representative, who may choose to be present at the Embassy of India, Mexico City.
8. After the selection of the vendor by the Competent Authority based on the selection process, the costs and rates as quoted by the vendor is not to be deemed as final, and clarifications might be asked from the selected vendor regarding any inflated cost mentioned by the vendor, and there can be corrections/revisions for the same requested from the vendor, before the release of the Work order with the finalized rates and costs.
9. A detailed briefing will be given by the designer to the selected vendor, regarding all aspects of the design, with supporting technical files and drawings and all possible references that will assist in understanding the design and clarifying the deliverables. All digital artworks for production or printing will be released by the designer to the vendor according to a mutually agreed upon schedule.
10. After the award of the Work Order there can be changes in any of the item/s as described in the drawings, which might mean a modification or complete change in any item, especially after creating the prototype or sample of the same. Such changes if affecting the costs, need to be approved by the client on recommendation from the designer, before production or execution is commenced. Any change in design, if not approved by the client, is taken for production, the liability and risk for the same lies with the vendor.
11. The successful Bidder would be handed over the site for execution of work after award of work order and they should start the work immediately.
12. The successful Bidder must complete the work satisfactorily and handover the completion certificate.
13. The contractor shall engage technically qualified personnel in sufficient numbers for executing the work.
14. **Insurance:** It will be the responsibility of the Contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his own cost and submit the copy of such insurance policy documents to NBT at the time of handing over the constructed site after completion of work. He should take necessary precautions to safeguard against possible hazards/ accidents. NBT shall not be liable to pay any additional amount to the Contractor in case of any accident/mis-happening and loss to the items/equipment/facility of the Contractor in case no insurance cover is taken by the Contractor for the items/facility provided.
15. The contractor shall indemnify and keep indemnified the NBT against all losses and claims for injuries or damage to any persons or any property whatsoever which may arise of or in consequence of the

fabrication and maintenance of works and against all or in relation thereto.

15.1 Before commencing execution of the work, the Contractor shall, without in any way limiting his obligations and responsibilities under this condition, obtain and deposit with the NBT, Contractor's "All Risk Policy" Insurance policy with the beneficiary as "National Book Trust, India" and also insure against any damage, loss or injury which may occur to any property or to any person (including any employee of the NBT) by or arising out of carrying out of the contract.

- 16. Liquidated Damages: In case of failure to complete the job in time, NBT shall impose a penalty of USD 5000 per hour apart from legal action, which the NBT may deem fit. The contractor may also be blacklisted for future work. In such situation, NBT shall have the right to make alternate arrangement for completion of the work through some other contractor(s) of its choice. In that event, the Security Deposit amount will be forfeited.**
17. 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, is brought to the notice of the Officer-In-Charge, the contractor will be liable to compensate to the value of loss thus incurred.
18. During the period of construction/equipment/fitting, the contractor shall have to make his own arrangement for facilities at Book Fair Ground such as water, electricity, security, etc.
19. The contractor should insure 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 NBT, India for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots or any other reason, whatever it maybe.
20. The contractor will be responsible for the up-keep and maintenance of the entire structure/equipment/fitting constructed by him till the end of the Fair, for which no extra payment shall be made. Breakage and damages, if any, should immediately be replaced / repaired without any extra cost.
21. Contractor should ensure that all electrical equipments, etc. installed are working in order. If there is a power failure or if the P.A. system/mike/microphone/speaker, Generator Set, does not work due to any reason, then 20% of the amount of electrical bill shall be deducted as penalty. Hence, contractor should take appropriate measures to avoid such situation.
22. **Payment Schedule:** 40% payment of the total contract value will be made to the contractor on the commencement of the work. Another 40% of the total value quoted in the financial bid will be made to the contractor during the Fair, subject to a physical verification done by a physical verification Committee comprising officers of the NBT, the NID and the Embassy of India. The remaining 20% payment shall be made along with invoice security deposit **without any interest** on completion of Book Fair on production of the bill. In case, anything adverse about the contractor or his work is received at Headquarters from the Physical Verification Committee at the Fair, then this 40% part payment can be reduced or even the entire amount can be held up.
23. The NBT reserves the right to accept or reject any Bid(s), and to annul the Bid(s) process and to reject all bids at any time prior to the award of the contract, without thereby incurring any liability to the affected Tenderers on the grounds for NBT's action.
24. The Contractor 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. In such case, the NBT can impose penalty as deemed fit or even such contractor can be blacklisted from any future bidding process of the NBT.
25. The decision of the NBT **with regard to all terms & conditions shall be final and binding.**
26. If, at any time during performance of the contract, the contractor should encounter conditions impeding timely execution of the work, he/she shall promptly notify the NBT in writing of the fact of delay, its likely duration and its causes. 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.
27. **On conclusion of the Fair, the structure must be dismantled and the material removed as per the guidelines of FIL, Guadalajara, Mexico.** This has to be ensured by the contractor that the hall is cleared by the stipulated date and time otherwise the contractor would be liable to pay all the penalty/rent as imposed by FIL, Guadalajara, Mexico to NBT and such penalty shall be adjusted by NBT from the contractor's final bill/performance security or through legal action.
28. In the event of items not being in required quantities or specifications, 20% penalty of the total value of the billed amount will be imposed by NBT.
29. The quality of material to be used for the fabrication should conform to the approved model. Any deviation in quality will render the contractor liable to penalty as may be decided by the NBT. The

- decision of the NBT in this regard shall be final and binding on the contractor.
- 30.** All the furniture to be provided shall be without any defect and should be scratch-less and stainless and as per the specifications mentioned in the tender document. The samples of the furniture should be got approved from the officer In-charge beforehand. In case of supply of sub-standard/defective material, furniture etc., the officer In-charge shall have the power to deduct/recover full amount of the respective items against the payments due to the contractor.
- 31.** **Validity of the Bid**: The bid submitted by the contractor shall be valid for a minimum period of three months computed from the date of opening of the Financial Bid.

TENDER FORM - I TECHNICAL INFORMATION AND UNDERTAKING

[Delete whichever of the following is not applicable before submitting the Document Tenderer may use separate sheet wherever required]

1. The tender document should be properly indexed with page numbers
2. Name of the Tenderer : _____
3. Nature of the concern (i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization): _____
4. Present Address: _____
5. Permanent Address: _____
6. Whether each page of Tender document and Annexure have been signed and stamped: Y/N
7. List of Major Customers should be given on a separate sheet and proof of satisfactory execution of work.
8. Proof of the last 03 consecutive years' turnover of the firm, which should not be less than 50,000 USD each continuously for the preceding three years should be enclosed.
9. Self-attested copies of authenticated balance sheet for the last three years should be enclosed.
10. Self-attested copy of the Income Tax Return for last 03 consecutive years should be enclosed.
11. Personnel: Number of employees employed by Contractor in his company with minimum qualification laid down: a) Technical b) Non-technical
12. Any other information important in the opinion of the Contractor.

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 NBT and shall abide by them.
2. I/We have seen the 'BoQs' and specifications required for the construction/fabrication of INDIA PAVILION and shall execute the work accordingly to the given specification/standard.
3. I/We further undertake that the information given in this tender is true and correct in all respects and I/We hold the responsibility for the same.

(Signature of the Tenderer with seal of the firm)

CHECK LIST
(For Technical and Financial Bids)

The following Items will constitute the Technical and Financial Bids:

S.No.	Particular(s)	Yes	No	Page Nos.
TECHNICAL BID				
1	Name of the Tenderer			
2	Nature of Concern			
3	Present Address of the Contractor/Party			
4	Permanent Registered Address of the Contractor/Party			
5	List of Major Customers, given on a separate sheet and proof of satisfactory execution of work – minimum 5 customers			
6	Proof of last three consecutive years' turnover of the firm (minimum 50,000 USD turnover for each year)			
7	Self-attested copies of authenticated balance sheet for last 03 consecutive years			
8	Self-attested copy of the Income Tax Return For last 03 consecutive years			
9	Proven experience of working on international projects/exhibitions with proof – minimum five major projects of similar nature and scale a. Proof of work done that has involved the usage of digital printed fabric in any form, especially in sculptural creations and usage b. Capacity and infrastructure related to in-house printing, especially highlighting if there are machines for digital printing on fabric, in the facility - description and photographic proof c. Presence of modular platform system in-house and description of the system used with photographic proof			
10	Proven experience of having worked on fabrication of Guest Country Pavilion at FIL Guadalajara			
11	Personnel: Number of employees employed by Contractor in his company with minimum qualification: Technical/Non-technical			
12	Specimen signature, name, address, contact No., designation/ capacity of the person OR authorized person signing the tender document on plain paper			
Please Ensure the Following before submission of the Tender Bid:				
1.	The Technical Bid documents are properly indexed with page numbers			
2	Each page of the Tender document and its Annexures (II, III & IV) are printed, signed and stamped and submitted along with the Technical Bid documents			
FINANCIAL BID				
1	Annexure-1 of the Tender Document (Financial Bid) – Specification of Work/Bill of Quantity, mentioning all the Unit price and amount quoted.			

NOTE:- The Tenderers who do not fulfill and submit the above documents will not be considered and their bids will be liable for rejection.

APPLICATION FORM

National Book Trust, India

Nehru Bhawan
5, Institutional Area, Phase-II
Vasant Kunj, New Delhi – 110 070

From

To

The Director,
National Book Trust, India
New Delhi – 110 070

Dated: _____

Sub.: Submission of Tender for FABRICATION OF INDIA PAVILION at Guadalajara International Book Fair (FIL, Mexico) (30 Nov. – 8 Dec. 2019) at Exhibition Centre, Expo Guadalajara, Mexico

Dear Madam / Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to National Book Trust, India. 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 Director National Book Trust, India shall be final and binding on me/us.

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

My/our tender shall remain valid in the financial year (2019-20) 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 favourable 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

Signature with official seal

Name:

Designation: