



TENDER For

CONSTRUCTION OF TEMPORARY STALLS, SUPPLY & FIXING OF BOOKRACKS
AND INSTALLATION & FITTING OF ELECTRICAL WORKS & P.A. SYSTEM
(hire and labour charges only)

for

Kul Hind Urdu Kitab Mela

In front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)**
from **15-23 June, 2019**

Tender No: 7-07/NCPUL/Sale/2018

NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE (NCPUL),
MINISTRY OF HUMAN RESOURCE DEVELOPMENT, GOVT. OF INDIA.
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Chapter-1: Instructions to Bidders

1.1 Notice Inviting Tenders

National Council for Promotion of Urdu Language (NCPUL), New Delhi invites online bids on two stage Two- Bid-System for on the prescribed tender from the reputed registered experienced contractors for construction of temporary book stalls on octonorm pattern with supply & fixing of book racks, installation of electrical fitting and PA System (on hire and labour charges only) is for Urdu Book Fair to be held at in front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)** from **15-23 June, 2019**

The details are summarized in below table.

a)	Name of Work	CONSTRUCTION OF TEMPORARY STALLS, SUPPLY & FIXING OF BOOKRACKS AND INSTALLATION & FITTING OF ELECTRICAL WORKS & P.A. SYSTEM (hire and labour charges only) for Urdu Book Fair to be held at in front of Allama Iqbal Library, University of Kashmir, Srinagar (J&K) from 15-23 June, 2019
b)	Tender No.	Tender No: 7-07/NCPUL/Sale/2018
c)	Technical Bid	The detail of submission of Technical Bid is placed at Annexure— ‘A’
d)	Commercial Bid	The detail of submission of Commercial Bid is placed at Annexure—‘B’
e)	Availability of Tender Document	Tender documents may be downloaded from NCPUL web site http://www.urducouncil.nic.in or CPPP website https://eprocure.gov.in/eprocure/app
f)	Cost of Tender Document	Rs. 500/-
g)	Earnest Money Deposit (EMD)	Tenderer has to deposit Earnest Money of Rs.50,000/- (Rs. Fifty thousand Only).
h)	Bid submission	Bids can be submitted only online on or before 11:30 hours on 13.05.2019 at CPPP website: https://eprocure.gov.in/eprocure/app
i)	Date of opening of Technical Bid	The Technical Bid shall be downloaded on 15.05.2019 after 11.30 and evaluated on 16.05.2019 at 11:30 hours.
j)	Date of opening of Commercial Bid	The date of opening of Commercial Bid will be intimated to the qualified bidders separately.

Note: In case any further detail is required, the same can be collected from the office of the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-110025 (Tel. No.: 011-49539000) from April 23, 2019 to May 13, 2019 (except Holidays and Saturday, Sunday) between 09:30 to 15:30 hours.

Director,
NCPUL, New Delhi

1.2 Critical Date Sheet

Published Date	23.04.2019
Bid Document Download / Sale Start Date	23.04.2019
Bid Submission Start Date	23.04.2019
Bid Document Download / Sale End Date	13.05.2019
Bid Submission End Date	13.05.2019
Bid Downloading	15.05.2019
Bid evaluation Date (Technical)	16.05.2019
Bid Opening Venue	NCPUL Head Office, FC-33/9, Institutional Area, Jasola, New Delhi-110025

Chapter-2: Conditions of Contract

2.1 Eligibility of Tenderer:

- 2.1.1 The tenderer should have experience of executing single similar works of worth not below Rs.12 lakhs in last year annual turnover Rs.30 lakhs in last three years. A copy of last three financial years. Profit & Loss statement and relevant audited Balance Sheets should be uploaded with the offer.
- 2.1.2 The Registration number of the firm (under Society Act / Company Act / etc.) along with the CGST/SGST No. allotted by the Tax Authorities, PAN number, TIN number and copy of Income Tax return for the last three financial years should be given in the technical bid, failing which Tenderer's bid would become invalid and same shall be rejected.
- 2.1.3 Work done in the field of Book Fair with Government Organizations / Public Sector Undertakings /Autonomous Bodies/ bodies organising Book Fairs, in last three years in India (Reference of Organisation with Purchase Order of similar items) should be uploaded with the Bid. Tenderer should not have ever been disqualified by any of its clients on account of non-fulfillment of contract for supply/installation/maintenance related issues. If so, the tenderer should submit the details of the same. The tenderer has to give an undertaking in this regard. Upon verification, evaluation/assessment, if any information furnished by the Tenderer is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same shall be entertained.
- 2.1.4 Tenderer shall submit a letter nominating a signatory to sign this tender and coordinate on behalf of the company regarding this tender. This letter shall be written/typed on the letter head and be submitted along with Technical Bid.

2.2 Tender Cost: Rs. 500/-

2.3 Duly filled-in Tender:

All the column of the tender should be dully filled-in. Any cutting/overwriting in the tender must be counter signed by the person who is signing the tender.

2.4 Earnest Money Deposit (EMD):

- 2.4.1 Tenderer has to deposit interest free earnest money of Rs.50,000/- (Rs. Fifty thousand Only) in the form of Demand Draft or by online (NEFT/RTGS) money transfer in favour of Director, NCPUL, payable at New Delhi which will be returned to successful bidder without any interest after successful completion of works/Book Fair.

BANK Details for EMD Payment through NEFT/RTGS:

Account Name	Director, NCPUL, New Delhi
Account No.	90092010045326
Bank Name and Branch Address	Syndicate Bank, DTS Building, Sector-5, R. K. Puram, New Delhi-110022
Branch Code	9009
MICR Code	110025043
RTGS/NEFT	SYNB0009009

- 2.4.2 The companies /Tenderer, even having valid exemption certificate for EMD, shall not be given any exemption from EMD submission.
- 2.4.3 The EMD will be forfeited in the following cases:
- a) If bidder fails to complete the work in compliance to the specifications, as mentioned in tender documents, within stipulated date and time.
 - b) If bidder withdraw his tender before validity period.
 - c) If bidder fails to accept the order based on his offer.
 - d) For any loss caused due to delay in the delivery of assigned work at destination.
 - e) Poor quality of work.

2.5 Scope of Work:

The successful Tenderer will take total responsibility for CONSTRUCTION OF TEMPORARY octonorm STALLS, SUPPLY & FIXING OF BOOKRACKS AND INSTALLATION & FITTING OF ELECTRICAL WORKS & P.A. SYSTEM for Kul Hind Urdu Kitab Mela going to be held in front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)** from **15-23 June, 2019**. Construction of water proof temporary stalls and other fixtures as mentioned (hire and labour charges only)

2.6 Service Facility:

- 2.6.1 Must have adequate manpower and materials to handle work assigned for and during Fair.

2.7 Surety by Tenderer:

- 2.7.1 In the event of any loss caused by accident/incident during the transportation of material and exhibition, the same shall be borne by the contractor. He shall not be entitled to any compensation or claim from the National Council for Promotion of Urdu Language for any loss to his men & material, articles, dead stock, furniture, fixture cloth, due to natural calamities beyond the control of the authorities.
- 2.7.2 During the period of construction, the contractor shall have to make his own arrangement for facilities such as water, electricity, storage, security etc.
- 2.7.3 The contractor will be responsible for the up-keep, maintenance of installation & security arrangement of entire structure constructed by him including books inside stalls till the end of the Fair, for which no extra payment shall be made. Breakage and damage, substandard material reported if any, shall immediately be replaced / repaired without any extra cost.
- 2.7.4 The contractor shall repair all pots, holes and damages to the Fairground owing to erection of exhibition structure after conclusion of fair under his/her own arrangement and cost.
- 2.7.5 The contractor must take a comprehensive insurance cover against fire, pilferage, riots, etc. and other natural calamities like earth quake, flood, storm etc. for the man, material used for erection of Pandal including books displayed/ stored by publishers in each allotted stall for entire duration of Mela.
- 2.7.6 The contractor must also obtain necessary clearance from the statutory authorities as per rules and should hold necessary license and permit to execute such jobs.
- 2.7.7 The contractor will pay for any loss to Book Seller/Publisher happened due to theft, fire or natural calamities if claimed by them because of breakage and leakage of structure of stall.
- 2.7.8 Materials used and procedure adopted must conform to relevant codes and statutory requirements and should be of a high standard.
- 2.7.9 The Contractor will ensure that the structure of Fair should be earthquake and fire resistance.

2.8 Bid Price:

The price shall be with all applicable taxes (whatsoever) and other charges.

2.9 Validity of the tender:

The tender shall be valid for a period of 90 days from date of opening of the Technical Bid of tender.

Chapter – 3: Schedule of Requirements.

3.1 Submission of Tender:

3.3.1 NO manual bids shall be accepted.

3.3.2 Bids can be submitted only online on or before 11:30 on 13.05.2019 at CPPP website: <https://eprocure.gov.in/eprocure/app>.

3.2 Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submit their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

3.2.1. Registration:

3.2.1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online Bidder Enrollment**” on the CPP Portal which is free of charge.

3.2.1.2 As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

3.2.1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

3.2.1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.

3.2.1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.

3.2.1.6 Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

3.2.2. Searching for the Tender Documents:

3.2.2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

3.2.2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective „My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3.2.2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3.2.3. Preparation of Bids:

3.2.3.1 Bidder should take into account any corrigendum published on the tender document before submitting their bids.

3.2.3.2 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3.2.3.3 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

3.2.3.4 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or „Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

3.2.4. Submission of Bids:

3.2.4.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

3.2.4.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3.2.4.3 If EMD is to be paid through DD, Bidder has to select the payment option as “Offline” to pay the tender fee / EMD, as applicable and enter details of the instrument. Bidder should prepare the EMD as per the instructions specified in the tender document. The original DD / proof of RTGS (for EMD) should be received by the NCPUL, latest by the last date of bid submission. The details of the DD should match with the details available in the scanned copy and the data entered during bid submission time, otherwise the uploaded bid will be rejected.

3.2.4.4 Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

3.2.4.5 The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids, etc. The bidders should follow this time during bid submission.

- 3.2.4.6 All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further, this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 3.2.4.7 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 3.2.4.8 Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid No. and the date & time of submission of the bid with all other relevant details.
- 3.2.4.9 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

3.2.5. Assistance to Bidders:

- 3.2.5.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 3.2.5.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.
- 3.2.5.3 Intending tenderers are advised to visit again NCPUL website www.urducouncil.nic.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.
- 3.2.5.4 The Hard Copy of the following documents must be submitted to the Director, NCPUL, FC-33/9, Institutional Area, Jasola, New Delhi-110025 on or before the last date of the Bid Submission, as mentioned in Critical Date Sheet. In case of non-submission of any of the following documents, against the submitted bid, the bid shall be rejected and no correspondence in this regard shall be entertained:-
 - a. Original DD / proof of RTGS, in respect of payment of Tender Fee.
 - b. Original DD / proof of RTGS, in respect of payment of EMD.
 - c. Original copy of the Authority Letter of the representative / official to sign the bid documents and co-ordinate / interact with the NCPUL officials.

3.3 Rejection of Bid:

- 3.3.1 While submitting the Bid, if any of prescribed conditions are not fulfilled or are incomplete in any form, the Bid is liable to be rejected.
- 3.3.2 If any Bidder stipulates any condition of his own, such conditional Bid is liable to be rejected.
- 3.3.3 Director, NCPUL, reserves the right to reject any or all tender(s) / Bid(s) without assigning any reason.
- 3.3.4 NCPUL, reserves the right to revise or alter the requirements and/or specifications of the material before acceptance of any Bid and call for revised Bids.

3.4 Opening of Technical Bid:

The Technical Bids shall be opened on 16.05.2019 at 15:00 hours, at NCPUL Head Office, FC-33/9, Institutional Area, Jasola, New Delhi-110025. One of the authorized representatives of the bidder may be present at the time of opening of the Bid.

3.5 Opening of Commercial Bid:

The Commercial Bid of technically qualified Bidder will be opened on stipulated date. The date & time for opening of Commercial Bid shall be intimated to the qualified Bidders. One of the authorized representatives may be present at the time of opening of the Bid.

3.6 Delivery of work:

361 The successful Bidder shall complete CONSTRUCTION OF TEMPORARY STALLS, SUPPLY & FIXING OF BOOKRACKS AND INSTALLATION & FITTING OF ELECTRICAL WORKS & P.A. SYSTEM for Kul Hind Urdu Kitab Mela, going to be held in front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)** from **15-23 June, 2019** as available at www.eprocure.gov.in & www.urducouncil.nic.in. The exact quantity of work will be informed at the time of work order. NCPUL have right to increase or decrease part of work on the basis of the requirement of the Council without prior information.

362 Work must commence on or before 11 June 2019 and must be completed by 14 June 2019, 11 a.m. Failure to do so will render the contractor liable to pay a penalty of Rs.5, 000/- per hour.

363 The liability of equipments till completion of the Fair shall lie with the tenderer.

3.7 Payment Terms:

3.7.1 No advance payment against work allotment will be made.

3.7.2 Payment shall be made on completion of the work subject to the physical verification done by the officers of the NCPUL within a month of the conclusion of the Fair.

3.7.3 Depending upon the progress of work and subject to the recommendation of the officer-in-charge of the Fair, part payment may be made to the contractor after the inauguration day of the book fair.

3.8 General Terms & Condition:

3.8.1 The Bidder shall at all times indemnify the NCPUL against all claims, damages or compensation under the provisions of Payment of Wages Act, 1936, Minimum Wages Act, 1948, employer Liability act, 1938, Workmen's compensation Act, 1923, Industrial Disputes Act, 1947 and the Maternity Benefit Act, 1961, or any modifications thereof or as a consequence or any accident or injury to any workman or other persons in or about the Works, whether in the employment of Tenderer or not, save and except where such accident or injury has resulted from any act of NCPUL, his agents or servants, and also against all costs, charges and expenses of any suit, action or proceedings arising out of such accident or injury and against all sum or sums which may, with the consent of the Tenderers, be paid to compromise or compound and claim, without limiting his obligations and liabilities as above provided, that Tenderer shall insure against all claims, damages or compensation payable under the Workman's compensation Act, 1923 or any modification thereof or any other law relating thereto.

3.8.2 Bidder will be responsible to provide insurance cover to man, machines materials involved till dismantling after completion of Fair.

3.8.3 Bidder will not sublet/transfer whole or any part of the assigned work to other(s).

3.8.4 The tender shall be submitted on the prescribed tender form (Annexure-I & II) Estimated Value of the tender is Rs. 20,00,000/- (Rupees twenty Lakhs only). Tenderer shall be

required to deposit Rs. 50,000/- as earnest money (refundable) in the form of a demand draft drawn in favour of the Director, National Council for Promotion of Urdu Language payable at New Delhi.

- 3.8.5 Quoting of lowest rate may not be criteria for becoming the successful tenderer. It would be based on the physical verification of credentials and documents, acceptance of terms and conditions of Technical Bid as well as recommendations of the constituted NCPUL Committee. The successful tenderer will be required to deposit a sum of Rs.1,00,000/- or 3% on work order value whichever is more as security deposit (refundable) in the form of either demand draft from any nationalized bank drawn in favour of the Director, National Council for Promotion of Urdu Language, payable at Delhi or a bank guarantee covering the period from the date of award of the contract upto 30 June 2019.
- 3.8.6 The earnest money deposited by the successful tenderer will be retained as security till completion of the Fair. The earnest money and the security shall be refunded alongwith the final payment of the bill subject to certificate issued from ground owner about repair of all damages caused during execution or in during mela. Earnest money, however, shall be liable to be forfeited if either the contractor fails to complete the job within the stipulated time or the job is not done satisfactorily as per the specifications.
- 3.8.7 The tenderers should fill the rates in given BOQ only. While quoting the rate, the tenderer will ensure that the rate should be inclusive of all charges such as transportation of exhibition structure / Taxes, Octroi, insurance coverage/ tent etc. up to the site of fair, labour engaged for fabricating the stalls and other items required for Fair.
- 3.8.8 NCPUL will not pay any Toll Tax, Sales Tax, Royalty and any other Tax, if levied by State Govt. while transporting exhibition structure to and fro. The TDS will be deducted from the billed amount as per rules. The tenderer should fill the rates in figures as well as in words, the tenderer will ensure that rate should be inclusive all charges of Taxes, transportation and labour charges.
- 3.8.9 The quantities according to actual requirement of work in the schedule may either be increased or reduced at the discretion of the NCPUL. If considered necessary, any item(s) can be dropped completely. No claim regarding this shall be entertained.
- 3.8.10 The contractor will be bound to construct/erect the stall and other structure as per lay out plan and designed to be provided by NCPUL. NCPUL 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 or portion of the quantity offered, which the tenderer shall supply at the rates quoted. Tender should quote for all items.
- 3.8.11 The contractor shall engage technically qualified architect/engineer and experienced supervisors/ personnel for executing the work
- 3.8.12 Each tender should be accompanied with documentary evidence of the tenderer being a registered/approved government contractor and of his having done work of a similar nature.
- 3.8.13 The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting tenders. Tenderers are advised to submit layout plan for stall before starting work.
- 3.8.14 Payment shall be made on completion of the work subject to the physical verification done by the officers of the NCPUL within a month of the conclusion of the Fair.
- 3.8.15 Depending upon the progress of work and subject to the recommendation of the officer-in-charge of the Fair, part payment may be made to the contractor after the inaugurate day of the book fair.
- 3.8.16 On completion of the Fair, the contractor must remove the installations within two days' time.
- 3.8.17 The Tenderer 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.
- 3.8.18 The NCPUL reserves the right to visit the Godown of the Tenderer at any time before award of the job to assess the worthiness of the Bidder.
- 3.8.19 In the event of items not being in required quantities or specifications, penalty will be imposed as per approved rate of item in tender.

3.9 Force Majeure:

All disputes, differences and questions arising out of the contract, in any way touching or concerning between NCPUL and Tenderer will be referred to the committee nominated by the the Director, NCPUL or any person appointed by him. In failure, the appropriate Courts at Delhi alone shall have jurisdiction to entertain and try the dispute.

Chapter – 4: Specification and allied Technical Details (Annexure-A)

(NOTE : Tenderer must read the enclosed Terms and Conditions before filling up the particulars in this form.)

1. Particulars of Tendor:
 - (i) Name of the Contract/ Agency : _____
 - (ii) Registration No. and year of Registration (with documentary Evidence) : _____
 - (iii) The agency has own facility or hired form authorized dealers : _____
 - (iv) Organization to whom the agency has been registered with year in which established : _____
 - (v) Office Address and Tel No. and the stock of material is kept at : _____
 - (vi) Name (s) of the Proprietor/Partners : _____
 - (vii) Name and address of Bankers : _____

2. Past Experience of similar work (Preferably for last three years)

2.1

St. No.	Year	Name or the Organ.	From	To	Details of work executed	Value in a Year
1.	2016					
2.	2017					
3.	2018					

- 2.2 Has the firm ever been debarred/ Black listed by any organization?
If „Yes“ the details thereof. : _____

- 2.3 Details of Award/Certificate of Merit etc. received from any organization. (Please attach copy of certificate(s). : _____

- 2.4 Ability to do the job as per Specifications (Yes/No)

3. Infrastructural details :-

a) Physical/ Capital:

(i) Type & total quantity of material of creation book stall & shamyana available in reserve stock at all time for value Rs. _____

(ii) Capacity of doing all the allotted work within 3 – 4 days. (Yes/No)

b) Financial :

(i) Annual turnover (during last three financial year: Year – 2015-16
Year – 2016-17
Year – 2017-18

(ii) Availability of Finance/Bank Guarantee:
(Attach financial solvency certificate issued by Bank)

(iii) Is the agency registered for the purpose of income tax, If so attach copy of registration certificate and copy of last return filed with tax deposited.

c) Manpower :

Number of employees with minimum Qualification laid down.

(a) Technical -

(b) Non Technical -

The terms and condition contained in Annexure – I & specification of work at Annexure - II have been read carefully and we are satisfied with them.

SIGNATURE OF THE TENDERER
WITH OFFICIAL SEAL AND COMPLETE
ADDRESS
TELEPHONE NO.
DATE :

Chapter-5: Price Schedule Annexure—‘B’

The detail for submission of Commercial Bid for BoQ, as available at www.eprocure.gov.in
For Urdu Book Fair going to be held in front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)** from **15-23 June, 2019**

S.No.	Description of work	Quantity (approx) (in sq. ft.)	Rate Rs. P. (per Sq.ft.)	Total Amount In Rupees
1	2	3	4	5
	CIVIL WORK			
1.	Gate Size (width 20"x height 20"-25") and as per design given by the office Material: Wooden frame and plywood on all four sides lettering on flex (with any other modification suggested during the erection of the gate)	2 Nos.		
2.	Supply and construction of temporary roof of 3.3 M height with pavilions of specified size 10" x 17" and shape with strong ballies /scaffolding pipe posts, runners and purlins to be fixed on the concrete paved ground in support of existing building Iron wind grills stand against storm and rain with G I sheet top (water proof)	15,000 Sq. ft.		
3.	Supply and fixing of cloth (White,should be neat and clean) false ceiling on wooden frame of approved shade and design below G I sheet of each pavilion together covered Samyana width in 6" in front of each stall to prevent sun light	16,000 Sq. ft.		
4.	Supply and fixing of G I sheet upto 10" height on the sides of each pavilion with ballies, posts and runners to be fixed on the ground in support of existing building Iron wind grills.	9,000 Sq. ft.		
5.	Supply and making cloth/ partitions of approved shade on wooden frames in the pavilion upto 10" height	9,000 Sq. ft.		
6.	Supply, fixing and making of 3 ft. wide navy blue cloth giving local touch facia over the wooden frame which run throughout the length of the pavilions	3000 Sq. ft.		
7.	Supply and laying of wooden platform with stand 115 mm thick on Floor of Pavilion 13.5" wide	12,500 Sq.ft.		
8.	Supply, laying and pasting of carpet of the approved shade & colour on floors of different area including foot way in front of each stall.	12,500 Sq. ft.		
9.	Supply and laying the green jute mat in open space of the Mela ground	6,000 Sq.ft.		
10.	Fire Extinguisher CO2 Type 4.5 Kg with one trained person to be present to operate in case of fire accident.	10 Nos.		
11.	Supply and fixing of waterproof kanats of 15"x6" size (full duration)	80 Nos.		
12.	The required manpower to change over the stage for cultural program & placing water bottles on tables and cleaning of Auditorium for 9 days	Full Duration		
13.	Supply of flower pots	200 Nos		
14.	Supply of drinking water for 09 days caring of hygiene in properly covered cold containers with disposable glasses for use of all visitors	Full duration		

	in pavilion, NCPUL office. This will also include the Packed water bottles to be provided in the reception office for staff and guest visitors/ VIPs/ stage artists each day.			
15.	Supply & fixing of stall inside the structure of size 3 mtr. x 3 mtr. each with pre-fab. Octonorm system consisting of 9 panels (in pre-laminated) with 30 wire mash.	80 Nos.		
16.	Supply & fixing of steels Books racks(White Colour) size 70" x 36" x 12" having 4 shelves on slotted angle Iron in two side of Octonorm stalls for displaying books	225 Nos.		
17.	Writing the names of participants in Urdu and English on the facia of each stall.	80 Nos.		
18.	Cleaning and sweeping the entire Fair ground	Full duration		
19.	Providing Security Guards for 24 hrs. (4 guards for 8 hours service duration)	Full duration		
20.	Furniture			
	(a) Chair Fiber	200 Nos.		
	(b) Counter Table	90 Nos.		
	(c) Sofa	2 Nos.		
	(d) Almirah with lock	1 No.		

ELECTRIC INSTALLATION P.A. SYSTEM

21.	Providing fluorescent tube light fixtures of 40 watts complete with choke, holder, starter, patti and tube or CFL/Led bulb with the same capacity for all stalls, offices, main gate, etc. including all necessary wiring at DB/Switch boards with necessary earthing post etc.	640 Nos.		
22.	Providing flood lights similar to Philips lamps with adjustable beam and angle complete with 500 watts lamps/ CFL bulb with equivalent luminescent and necessary wiring.	20 Nos.		
23.	Providing 3 pin plug wherever necessary, with switch and necessary wiring for tables lamps or demonstration, display model lights in various sections each capable of carrying a load of upto 200 watts.	80 Nos.		
24.	<u>Providing low watt bulbs for decoration of gate and trees etc, including all wiring (complete Set)</u>	(complete Set)		
25.	Generator set (with Diesel) 125 KVA	1 No.		
26.	Main line connection for total job from electric and generator set 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 with proper and sufficient supply. It shall be the duty of the contractor to get the temporary electric connection for the fair at his own cost. The contractor shall arrange installation of the connection, tendering of Security Deposit etc., to Government Authorities at his own cost. Only actual consumption charges will be reimbursed to contractor by NCPUL on production of original bill by the contractor. In case of any problem for getting electric connection, it shall be the sole responsibility of the contractor to provide adequate supply through hiring more generators at his own cost and no extra payment shall be given to contractor for hiring and providing such extra generator, if any. Note : Only one time payment as quoted by the Tenderer will be made	1 Job		

	in case of any increase or decrease in number of stalls.			
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Public Address System

27.	(a) Two Cam Video (HD) recording and still camera for 09 days (b) Gao takiya, Gadda etc. as per cultural programme (c) 3 cordless 2 lapel mics, 2 stand mics and 7 for Ghazal shows and related equipments for programme	Complete Set	Full duration	
28.	(a) Inaugural Function which includes providing Brass lamp with stands candles and other items required for inaugural and valedictory function and other purposes for VIPs alongwith crockery for serving tea and snacks etc. (b) Decoration of stage for Inaugural, Valedictory and other cultural programme	Full duration		
		Total		

Important Note:

I/We.....undertake to abide and be bound by the terms and conditions of the tender/ contract. I/We also certify that the rates quoted by me/us are inclusive of charges such as transportation leveling of ground of Fair etc. and no such expenditure if any incurred on this head will be claimed by me/us separately. **Requirement may increase or decrease as per decision of competent Authority.** The above specifications are minimum requirements. However, higher technical specifications may be considered subject to competitive price offered. The Bidder must quote for all the items, inclusive of all the taxes, whatsoever. Prices quoted should be Free of Delivery (F.O.D.) at destination sites (quantity may vary at the time of placing the supply order) inclusive of all charges like Sales Tax/VAT, Excise Duty, Insurance, Technical Service/Installation charges Freight, Octroi, Implications on account of GST implementation, etc. No other charges/taxes/levies shall be payable. No form „C“/„D“/undertaking will be provided by NCPUL to any of the Bidders. Bidders must quote rates only in the BoQ available at the eprocure.gov.in. If a firm / bidder quote NIL charges / Consideration, the bid shall be treated as unresponsive and shall not be considered.

Chapter-6: Contract Forms (to be uploaded with Technical Bid)

I/We hereby submit tender against tender notification dated 23.04.2019 given by NCPUL for the work as per specification given for fabrication of stalls and other requirements (hire and labour charges only) as mention for in front of **Allama Iqbal Library, University of Kashmir, Srinagar (J&K)** from **15-23 June, 2019**

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to National Council for Promotion of Urdu Language (NCPUL). 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, NCPUL shall be final and binding on me/us. The terms and conditions of tender as enclosed at annexure I containing Para 1 to 30 and rate quoted in Annexure II are acceptable to me/us.

A Demand Draft No/ Etransfer No. _____ Dated _____ drawn on _____ intended for the prescribed amount in favour of NCPUL, payable at New Delhi is enclosed as earnest money as desired. I fully understand that in the event of my/our tender being accepted, you shall adjust this earnest money in security deposit payable by me/us for the faithful and satisfactory execution of the contract.

My/our PAN no _____ and Service tax no _____.

I/WE shall have no claim to the refund of earnest money/Security prescribed against this tender in the event of my/our noncompliance of the contract, provided such contract is implemented within the period of validity of my/our tender. I/We further understand that my/our earnest money shall stand forfeited 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.

(Initial of Tenderer with Rubber Stamp)

My/our tender shall remain valid for a period of 1 year 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 favorable 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

Name
Date Signatures with stamp
& Full Address

Chapter-7: Other Standard Information

7.1 Checklist of Certificates/Attachments

S. No.	Documents	Page No.
7.1.1	Proof of Bank Demand Draft/E-Transfer for EMD	
7.1.2	Documentary evidence of award of work and turnover of Bidder. Balance sheets of last 3 audited years.	
7.1.3	Certificate of Acceptance of Terms and conditions of tender documents and undertaking that the bidder has, never, been disqualified/blacklisted (in original) and Undertaking that the Bidder have sufficient resources of supply of hardware and software items all over India	
7.1.4	Attested copies of GST, Service Tax Registration No., Income Tax Return, PAN No. & TIN No., Copy of Society / Company Registration, etc.	
7.1.5	Experience Certificates of Government Organizations / Public Sector Undertakings / Autonomous Bodies and their Compliance Sheet.	
7.1.6	Authority letter of the representative for interaction with NCPUL if attending tender process	
Note:	All the documents must bear continuous page number, in ascending order, stamp and signature of the tenderer.	

----End of Tender Document---