

Tender Reference No: 7-01(01)2025-26-PBF/Sale/NCPUL
NATIONAL COUNCIL FOR PROMOTION OF URDU LGUAGE
FC-33/9 Institutional Area Jasola New Delhi-110025
Website. www.urducouncil.nic.in Email: sales@ncpul.in

NOTICE INVITING TENDER

Separate Online Technical & Financial Bids are invited from eligible service providers/ firms situated in Delhi and NCR on behalf of the Director, National Council For Promotion of Urdu Language, for conceptualization, designing and fabrication of stall at ITPO, Bharat Mandapam for New Delhi World Book Fair-2027 (16 – 24 January 2027) on contract basis.

Nature of Work	Conceptualization, Designing and Fabrication of Stall at ITPO, Bharat Mandapam, New Delhi for New Delhi World Book Fair-2027 (16 – 24 January 2027) on contract basis.
Estimated Expenditure of the Work	Rs. 10.00 Lakh (Rupees Ten Lakh only)
Duration of Contract	Valid up-to 31 st March 2027 for New Delhi World Book Fair-2027, further extendable on mutual consent for another two editions of NDWBF (2028 and 2029).
Earnest Money Deposit (EMD to be submitted through NEFT/RTGS)	Rs. 50,000/- (Rupees Fifty Thousand Only).
Tender Fee	Rs.500/- (Five Hundred only) non-refundable
Minimum average turnover in last three Financial Years (2023-24, 2024 -25 & 2025-26)	Rs.10,00,000 lakh per year in last three Financial Years i.e. 2023-24, 2024-25 & 2025-26 OR total turnover Rs.30,00,000 during last three Financial Years.
Date of Publishing e-tender	23.10.2026 (16:00 Hrs)
Pre-Bid Meeting Date and Time	02.11.2026 (14:15 Hrs)
Clarification End Date and Time	02.11.2026 (17:00 Hrs) (No queries shall be entertained after clarification end date and time in this regard)
Starting Date & Time of Uploading of Bids	23.10.2026 (19:00 Hrs)
Last Date and Time of uploading of Bids	13.11.2026 (16:00 Hrs)
Mode of Tender	Online through CPP portal
Date and time of opening of Technical Bid	16.11.2026 (10:30 Hrs)

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost from the website <http://eprocure.gov.in/eprocure/app>

MANUAL/PHYSICAL BIDS SHALL NOT BE ACCEPTED

Details of Tender document are enclosed from Page No.3 to Page No.18

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Chapter – 1

Subject : Submission of bids through Central Public Procurement Portal (e-procurement) for conceptualization, designing and fabrication of stalls at ITPO, Bharat Mandapam for New Delhi World Book Fair-2027 (16 – 24 January 2027) on contract basis.

Submission of bids through Central Public Procurement Portal (e-procurement) are hereby invited for designing and fabrication of stall at ITPO, Bharat Mandapam for New Delhi World Book Fair-2027 (16 – 24 January 2027) on contract basis from eligible service providers having minimum experience of 3 years with Central or State Government or Public sector undertaking/ Autonomous bodies of providing similar services with average turnover of Rs.10,00,000/- per year in last three Financial Years i.e. 2023-24, 2024-25 & 2025-26 OR total turnover Rs.30,00,000 during last three Financial Years.

1. **Bids for the NDWBF - 2027** shall be uploaded in two categories; **TECHNICAL BID** shall contain Earnest Money Deposit (EMD), prequalification criteria, Terms of tender conditions, Bill of Quantity/work specifications duly signed by the authorized person or persons as a token of acceptance of terms and conditions of contract and work specification. **FINANCIAL BID** shall contain item wise price of different materials required.
2. **Estimated cost of the Contract.**
Rs. 10.00 Lakh (Rupees Ten Lakh Only)
3. **Specific Area.**

a.	Hall No. 3	108 Sq. mt.	Regional Language
	Total	108 Sq.mt.	

4. **Scope of Works.**
 - 4.1 Designing and fabrication of 01 stall as per the area mentioned above including maintenance of the stalls for the functional aspects during the fair days.
 - 4.2 Wooden display racks for 15,00 titles at the stall as highlighted at the sample design/ item reference given at chapter 4 of the tender document.
 - 4.3 Proper lighting and illumination in and around the stall.
 - 4.4 Display screen (Size 42 inch.)at the stall and optimal distinguished branding spots at the stall.
 - 4.5 Provision for proper electricity connection for billing, printing, charging system at the stall for 2 persons.
 - 4.6 Branding behind cash counter, top branding and indicators for age groups/ sections including markers, fascia for books' section/ series on book shelves.
5. The Bidders should quote rate in figures as well as in words the rates and amount in terms of financial bid. The amount for each item should be quoted and the requisite totals should also be given. The rates quoted in the Price Schedule shall be exclusive of GST. GST Amount should be shown separately.
6. **Earnest Money:**
Earnest Money Deposit (EMD) of Rs.50,000/- (Fifty Thousand Only) is to be deposited through RTGS/NEFT in NCPUL's Bank Account as per details given below:

Account Name	Director, NCPUL, New Delhi
Account No	90092010045326
Bank Name and Branch Address	Canara Bank, DTS Building, Sector-5, R. K. Puram, New Delhi-110022
Branch Code	9009
MICR Code	110025043
RTGS/NEFT	CNRB0019009

Please ensure that Technical Bid should accompany the EMD of Rs.50,000/-, failing which the Technical Bid shall be rejected. Those bidders, who fall under Micro and Small categories under MSME are exempted from submitting Earnest Money Deposit (EMD) as per rules in force.

- 6.1. Bidder shall not be permitted to withdraw their bid or modify the terms and conditions thereof after acceptance of tender. In case the Bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of Earnest Money Deposit will be forfeited by NCPUL. Besides this, the Bidder will also be liable to be debarred/ blacklisted from participating in the tendering process of NCPUL in future, and/or may be fined as decided by the Competent Authority of NCPUL.
- 6.2. No claim shall lie against NCPUL in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security Deposit
7. The Bidder/ Contractor must have/ obtain the Delhi registered **GST Number** (Regular or Casual) on its own for the entire period of the Book Fair and **GST Number** of both (Contractor as well as NCPUL) of the Delhi State should also be mentioned on the final bill / tax invoice submitted to NCPUL after conclusion of the New Delhi World Book Fair.
8. **Opening of the Technical Bid:** Bids will be opened in the presence of the Bidders or their representatives who wish to be present. The Bidders, who qualifies the technicalities as per the terms of the Tender Document, will perform their Digital Presentation **after opening and finalizing the Technical Bids**, in the Conference Room of NCPUL and the decision of NCPUL in this regard shall be final and binding. The date and time for digital presentation will be informed accordingly.
9. Each Bidder shall submit only one tender either by himself or as a partner in joint venture or as a member of consortium. If a Bidder or any of the partners in a joint venture or any one of the members of the consortium participates in more than one bid, the bids are liable to be rejected.
10. The Tenderers shall bear all costs associated with the preparation of their Tenders including cost of preparation for the purpose of clarification of the Tender, if so desired by NCPUL. NCPUL 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 NCPUL, who is not bound to accept the lowest tender and reserves the authority to reject any or all of the tenders received, without assigning any reasons whatsoever. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect, are liable to be rejected.
12. The quantities mentioned in the schedule may be increased or decreased at the

discretion of NCPUL and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.

13. Any modification/corrigendum issued with regard to this tender document shall be uploaded on NCPUL website: www.urducouncil.nic.in only. Bidders/ Contractors are, therefore, requested to visit the website regularly till the last stipulated date of issuance of the tender document for ascertaining any modification/corrigendum issued in this regard.
14. NCPUL shall have right to issue Addendum/Corrigendum to Tendered documents to clarify, amend, modify and supplement or delete any of the conditions, clause or items stated therein. Each Addendum/Corrigendum shall form a part of the original invitation to Tender.
15. **The Director, NCPUL, reserves the right to accept/ reject any or all the tenders without assigning any reason thereof.**

GENERAL TERMS AND CONDITIONS

1. **Parties**: The parties to the contract are the Bidders, to whom the work has been assigned by the NCPUL through its Director.
2. **Address**: For all purposes of the contract including arbitration there under, the address of the Bidders mentioned in the Bid(s) shall be final unless the Bidders notifies a change of address by a separate letter sent by registered post with acknowledgement due to NCPUL. The Bidders shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Bidders**: The term Bidders shall mean company, firm **or** party to whom the contract is awarded, and their heirs, legal representative, assignees 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 Bidders should be submitted fully priced and also signed on the last page together with signature on each page. Signature will indicate acceptance of the Tender terms by the Bidders. NCPUL 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 and attested.
 - 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 Bidders.
- 6.1 NCPUL 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.
- 6.2 The Bidder(s) shall note that his Bid(s) shall remain valid for consideration for Six months from the date of opening of the Financial Bid (Price Bid).
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

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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, NCPUL 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 Bidders should sign and affix his/her firm's stamp at each page of the Bid(s) and all its Annexures as the acceptance of the offer made by the Bidders will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT FORM.**
 - (v) Any correction, mutilation or overwriting in figures of rates must 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 otherwise. The rates quoted in the Price Bid shall be inclusive of GST. The payment of GST will be made separately as per applicable rates. No extra payment shall be made by NCPUL in addition to the accepted rates.
9. **Opening of Bid(s):** The Bidders is at liberty either in self **or** through an authorized representative to be present at the opening of the Bid(s). The representative attending the opening of the Bid(s) on behalf of the Bidder should bring with him/her a letter of authority from the Bidder and proof of identification.
10. **Communication of acceptance/right of acceptance:** The successful Bidder will be informed of the acceptance of his/her tender in writing. Necessary instructions regarding the amount and time provided for security deposit, if any, will be communicated.
11. **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, government or public authority's demands or requirements, etc.
12. **Breach of terms and conditions:** In case of breach of any of terms and conditions

mentioned above, the Competent Authority of NCPUL will have the right to cancel the work order/job without assigning any reason thereof and nothing will be payable by NCPUL in that event and the Earnest Money Deposit shall also stand forfeited. Besides this, the Bidder will also be liable to be debarred/ blacklisted from participating in the tendering process of NCPUL in future, and/or be fined.

13. **Subletting of work:** The Contractor shall not assign or sublet the work/job to any other person or party. In such case, NCPUL will impose penalty as it deems fit and such Contractor(s) will be blacklisted/debarred from applying to any future bid/Tender of NCPUL and EMD will be forfeited.
14. **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. NCPUL shall reserve right to nominate sole Arbitrator. Such request shall be accompanied with a nominated 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 nominated 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 and the rules framed thereunder and in force shall be applicable to such proceedings.
15. **The contractor shall follow the guidelines of DDMA (Delhi Disaster Management Authority) / MHA (Ministry of Home Affairs) are mandatory issued from time to time.**
16. **Legal jurisdiction:** The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi, and the Courts within NCT of Delhi only will have jurisdiction to the exclusion of all other Courts.
17. **Validity of contract: The contract shall be valid up-to 31st March 2027 for New Delhi World Book Fair-2027, further extendable on mutual consent for next two editions of NDWBF (2028 and 2029) on the same terms and conditions on mutual agreement on the same rate on the basis of performance and quality of work. The design will be accepted by the party as per decision of the approved committee. If area of the stall fabrication increase or decrease the rate will be change proportionately.**
18. **The Director, NCPUL, reserves the right to accept/reject any or all the Bids without assigning any reason.**

CONDITIONS SPECIFIC TO THE CONTRACT

1. Acceptance of the Tender will be communicated to the Contractor in writing within a 5 days of the opening of the Financial Bids and the Work Order would be issued a week before start of the Book Fair.
2. The Contractor shall also deploy a team of representatives consisting of minimum 02 staff for any work during the entire period of the Fair who will report to Officer-In-Charge of the Sales. The details of personnel with Mobile numbers have to be shared with NCPUL in advance.
3. Incomplete Bid(s) are liable to be rejected. It means Tenderers should quote for all items. If any item is missed or not quoted, then its value will be considered as “ZERO” and the Bidders will have 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 NCPUL and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
5. When deemed necessary, NCPUL may seek clarification on any aspect from the Bidders. However, that would not entitle the Bidders to change or cause any change in the rates or any part of the Bid(s). NCPUL may, if so desired, ask the Bidders 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 Bidders.
6. The Bidders, 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, levelling of the ground shall be done by the Bidders at his/her own cost.
7. NCPUL will open the Bid(s) in the presence of the Bidders or their authorized representatives, who may choose to be present at the following location/ Address:

National Council For Promotion of Urdu Language
FC-33/9 Institutional Area Jasola New Delhi-110025
8. The successful Bidder(s) would be handed over the site for construction of work **03 days before commencement of the Book Fair as per the requirement of work** and they should start the work immediately.
9. The successful Bidder(s) must complete the work satisfactorily **one day before the commencement of the Book Fair by 6.00 p.m.**
10. The Contractor(s) shall engage technically qualified personnel in sufficient numbers for executing the work and NCPUL reserves its right to call for the details of staff so engaged by the Contractor.
11. In case the Contractor(s) fails to complete the job within the stipulated time **or** if the job is not done satisfactorily as per the specifications, the EMD amount shall be liable to be forfeited and the Contractor will also be blacklisted from future work of NCPUL.

12. **The approved Contractor should visit the fair ground and submit the layout/ design of the site to officer In-charge/ Representative of NCPUL prior to the start of the Book Fair for its final vetting. In case of any changes in the layout/ design, the same will be informed to the Contractor.**
13. **Insurance:** It will be the responsibility of the Contractor(s) 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 NCPUL at the time of handing over the constructed site after completion of work. He should take necessary precautions to safeguard against possible hazards/ accidents. NCPUL shall not be liable to pay any additional amount to the Contractor in case of any accident/mishappening and loss to the items/equipment/facility of the Contractor in case no insurance cover is taken by the Contractor during the NDWBF. In case of Contractor did take/ not take the insurance cover, NCPUL, India shall not be liable for any loss/damage/hazard/accident/claim happens during the NDWBF in any case.
14. The Contractor shall indemnify and keep NCPUL indemnified against all losses and claims for injuries or damage to any persons or any property whatsoever which may arise out of or in consequence of fabrication and maintenance of works and against all or in relation thereto.

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 NCPUL, Contractor's "All Risk Policy" Insurance policy with the beneficiary as "National Council For Promotion of Urdu Language", and also insure against any damage, loss or injury which may occur to any property or to any person (including any employee of NCPUL) by or arising out of carrying out of the Contract.
15. **Liquidated Damages: In case of failure to complete the job in time, NCPUL shall impose a penalty of Rs.1,000/- per hour apart from legal action, which NCPUL may deem fit. The Bidders may also be blacklisted for future work. In such a situation, NCPUL shall have the right to make alternate arrangement for completion of the work through some other Bidders of its choice. In that event, the Performance Security Deposit amount will also be forfeited. Considering the above fact, both the parties agree that timely completion is essence of the contract. In the event of items not being in required quantities or specifications, 10% penalty on the total billed amount will be imposed by NCPUL.**
16. Dismantling of the structures should begin only after written permission from the Officer-In-Charge. 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 Bidders will be liable to compensate to the value of loss thus incurred.
17. During the period of construction/equipment/fitting, the Contractor(s) shall have to make own arrangement for facilities at Book Fair Ground such as water, electricity, security etc.
18. The Bidders 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(s) shall not be entitled to any compensation or claim from NCPUL for any loss to his personnel, articles, dead stock, furniture, fixtures, etc. on account of natural calamities/riots or any other reason, whatsoever.

19. The Contractor(s) will be responsible for the up-keep and maintenance of the entire structure/equipment/fittings 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.
20. The full and final payment of the total value quoted in the Financial Bid will be made to the Contractor(s) at the Headquarters along with Performance Security **without any interest** on successful completion of Book Fair on production of the bill, **and on the basis of physical verification done by the Officers of NCPUL.**
21. If any deficiency/shortcoming noticed on account of contractor's obligations during the fair as reported by officer In-Charge, the consequential penalty will be imposed during the payment of bill(s).
22. **TDS under Income tax and TDS under GST shall be deducted at source as applicable under the Rules. Permanent Account Number (PAN) allotted by the Income Tax Authorities must be attached without which the Bid is liable to be rejected.**

If the vendor fails to pay GST tax/file its GST returns on time which causes input credit loss to NCPUL, then NCPUL would recover the amount to the extent to GST tax liability of NCPUL from the vendor.
23. **Permanent Account Number (PAN) and GST Number together with NBT's GST must be printed on Party's Bill/Invoice while submitting for release of payment.**
24. The Bidders will not be allowed to sublet the work to any other Bidders for providing any component during the Fair. Likewise, no co-sharing of the job will be permitted. In such case, NCPUL will impose penalty as deemed fit and such Contractor(s) can be blacklisted for any future bidding process of NCPUL.
25. The decision of NCPUL **with regard to all terms & conditions shall be final and binding.**
26. If, at any time during performance of the contract, the Bidders should encounter conditions impeding timely execution of the work, he/she shall promptly notify NCPUL in writing of the fact of delay, its likely duration and its causes. As soon as practicable, after receipt of the Contractor's notice, NCPUL shall evaluate the situation and may at its discretion extend the Contractor's time for performance.
27. **On conclusion of the Fair, the stall must be dismantled and the material removed by 11:59 p.m. on 24 January 2027 or concluding day of the Fair.** This has to be ensured by the Contractor that the stall is cleared by the stipulated date and time otherwise the contractor would be liable to pay all the penalty/rent as imposed by NBT and other authority to NCPUL and such penalty shall be adjusted by NCPUL from the Contractor's bill or through legal action, if required.
28. The quality of material to be used for designing and fabrication of stalls should conform to the approved model. Any deviation in quality will render the Tenderers liable to penalty as may be decided by NCPUL. The decision of NCPUL in this regard shall be final and

binding on the Contractor.

29. All the furniture to be provided shall be without any defect and should be scratch-less and stainless. The frames of the furniture should be either wooden or of stainless steel only. 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.
30. **Validity of the Bid:** The bid submitted by the Bidders shall be valid **for a period of Six months** from the date of publishing/ releasing advertisements on Central Public Procurement Portal (e-procurement).
31. **Validity of the Contract:** The contract shall be valid up-to 31st March 2027 for New Delhi World Book Fair-2027, further extendable on mutual consent for next two editions of NDWBF (2028 and 2029) on the same terms and conditions on mutual agreement and on the same rate on the basis of performance and quality of work.
32. **The Director, NCPUL, reserves the right to accept/ reject any or all the tenders without assigning any reason.**

PLEASE NOTE:

All equipment/materials being carried at the fair site for use in the Book Fair should be well sanitized.

FINANCIAL BID FOR DESIGNING AND FABRICATION OF**CHAPTER –4****Stall at BHARAT MANDAPAM, NEW DELHI, NEW DELHI WORLD BOOK FAIR (16-24 January 2027)****Stall-1 Size 108 SQM-Trade Segment**

S. No.	Description	Full Rate for Full Duration
1.	Concept designing of space in Exhibition complete in all sense including preparation of 3-D Walkthrough Deployment of Design Team for interior and exterior creative designing 108 sqm	
2.	4 inch Platform with strong base to support/resist weight of the fixture on stall 108 sqm	
3.	Entry Gate made with mix of 18mm, 12mm plywood 26ft x 12ft height with sufficient space for 4-8 people to walk in/out of space and rest stall closed	
4.	Exit Gate made with mix of 18mm, 12mm plywood 18ft x 12ft height with sufficient space for 4-8 people to walk in/out of space and rest stall closed	
5.	Back Lit box on Entry Gate & Exit Gate with branding 7 x 2 ft. Design to be printed on backlit high quality on both side	
6.	Brand new carpet on the base of the stall 108 sqm	
7.	Billing counter made with drawers and cabinet with locking option with mix of 18mm, 12mm plywood with finished top. (3.5 ft. height, 7 ft. in length & 2 ft. width)	
8.	Reception Counter made with drawers and cabinet with locking option with mix of 18mm, 12mm plywood finished top. (2.5 ft. height, 5 ft. in length & 2 ft. width)	
9.	Walls made with mix of 18mm Plywood, 6mm plywood/MDF 8 ft. height	
10.	Book racks two side (About 54 meters) with Books Shelves 06 Nos. with Lights on each shelf mix of 18mm, 12mm plywood 7 ft. height & 8 ft. in length. With finished top. Qty.11 Nos.	
11.	Putti & Paint finish on all the gates, walls book racks etc.	
12.	LED Lights with necessary wiring and connection for well Lit Stall	
13.	Backlit branding on a good quality flex of 6 ft. width x 7 ft. height on wall facing outside passage Qty. 10 Nos.	
14.	28 Nos. Chair, 3 Nos. 2 seater sofa, 01 Nos. Centre table, 01 No. LED TV(size 42 inch), 10 sockets for plug in for Computers/Printers/TV etc.	
15.	Deployment of technical staff for the Operation and Management of all the installations and Items for full period	
16.	Dismantling, clearance of the site after completion of exhibition.	
17.	Stage for Presentation and Discussion	
18.	Back Drop Digital Print 7' X 4;	
19.	PA Systems with two Cordless mikes	
20.	Internet services with WIFI	
21.	50 water bottles of 300 ML per day	
Cost of Stall for entire duration of the exhibition		
GST 18%		
Total Amount		
Total Amount R/o		

Annexure-I**(Technical Parameters for executing the work (Technical Bid - Qualification Criteria))**

The Tenderers/ Contractors should ensure the following before submission of the Technical and Financial Bids:

Sl. No.	Eligibility Criteria	Documents to be submitted
1.	i. The Bidder should be a registered proprietorship/partnership firm/ LLP/ Pvt./ BOI/ AOP/ Other registered firm registered in India having an experience of 03 (Three) years. The experience will be considered from the date of Registration of the Firm in India with concerned Authority. ii. The Bidder should have registered office/branch in Delhi/NCR	i. Certified copy of registration (Partnership Deed/ MOA/ AOA/ COI/ Bylaws, etc.). ii. Proper documentary evidence
2.	The firm should have satisfactorily completed works in the similar field (**) with Central or State Government or Public Sector Undertakings/Autonomous bodies of Govt. of India, State Govt. during last 03 years up to 31 March 2026. (**) (Similar field means: – designing and fabrication of Theme-based work, which includes Books/product display, structure, furniture, printing (vinyl, flex, sunboard etc.) & Backlit Panel, installation of electrical fittings, PA system, etc.) – Scanned copy of satisfactorily completed certificate to be attached.	Copy of work order and completion certificate issued by Central Govt. Organization, State Government Organization, PSUs, and Autonomous Body must be submitted in technical bid. A Summary list of Work Experience on letterhead must be attached.
3.	Minimum Staff Strength should be 15 (Fifteen) including Proprietor/Partner/ Director/Owner. Out of 15 (Fifteen) staff, 05 staff should be technically qualified and 20 Non-technical staff.	List of Staff Strength on Firm's Letterhead must be attached.
4.	The Firm/bidder should have minimum average turnover of Rs.10,00,000/- per year in last three Financial Years i.e. 2023-24, 2024-25 & 2025-26 OR total turnover Rs.30,00,000 during last three Financial Years.	1. Audited Balance Sheet & Profit and Loss Account duly certified along with Income Tax Return
5.	The bidder should not have been debarred/ blacklisted/ disqualified by CG/SG, PSUs, Autonomous Body, regulators/ statutory body in India	Declaration on Rs.100/- Stamp Paper and notarized as per Format VII
6.	Self-attested copies of the Registration under GST Act and GST Return for last quarter of Financial	Copy of GST R-06 and PAN

	Year- 2026-27 and PAN.	
7.	Board Resolution for authorized signatory	1. In case of Pvt. Ltd. Board Resolution 2. In case of Partnership, Board Resolution signed by all the partners
8.	Undertaking	Signed and stamped copy of Annexure-II should be enclosed
10.	Audited copies of Financial (2023-24 to 2025-26)	Balance sheet, profit and loss statement with Annexures of the Financial Year 2023-24 to 2025-26. Note: In case of Firm having experience of only 03 (Three) then Audited Financial are required from the Financial Years 2023-24 to 2025-26
11.	Copy of ITR	Any 03 out of 05 Financial Years 2023-24 to 2025-26
12.	The Bidder should have engaged an electrical supervisor, who possesses a valid electrical supervisor license issued by the Chief Electrical Inspector of a State or any other competent authority to undertake the electrical work properly. A copy of the license of the supervisor should be attached with the Tender Document. <u>An undertaking should be provided on the Company's letter head stating that the Company has engaged the services of the electrical supervisor.</u>	Certificate/License from State Govt./ Central Govt.
13.	The details person(s) signing the Tender document must be provided as per the following with attestation by one or more partners/Board of Director: 1. Name 2. Designation of the Person signing the Tender document 3. Contact No. 4. Specimen Signature	On Company's letterhead in Tabulated form with ID Proof
14.	Copy of Tender document	Duly signed and stamped should be enclosed
15.	Earnest Money Deposit (EMD)	EMD of Rs.50,000/- should be enclosed with the Technical Bid.
16.	Documents with Technical Bid	The bidder documents should be properly Indexed with page Numbers

PLEASE NOTE:

NCPUL reserves the right to call any additional paper/document which the party has in possession but left to enclose the same with the Tender document.

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 NCPUL and shall abide by them.
2. I/We further undertake that all the information given in this tender are true and correct in all respects and I/We hold the responsibility for the same.

(Signature of the Bidder with stamp of the firm)

Date: _____

Place: _____

Annexure-II

UNDERTAKING (LIST OF WORKS)
(To be submitted on Company's letterhead)

I/We _____ have done the works related to designing and fabrication of Theme Pavilion at various exhibitions/fairs as per the details given below:

Sr. No.	Name of the Government Agencies	Date of Work Order/Completion Certificate	Total Amount (Rs.)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Note: The copies of the work orders/completion certificates are to be enclosed with this Undertaking.

Signature: _____

Name of the Firm: _____

Seal of the Firm: _____

Place: _____

Date: _____

Annexure-III

UNDERTAKING

(To be submitted on Company's/Firm's Letterhead)

I/We, _____ submit that all works related to designing and fabrication of stalls (including wiring/cabling with properly taped and markings), etc. are done properly and as per terms and conditions and as per the specifications of the Tender. In case of any accident or untoward incident, I/We _____ will be held solely responsible.

Signature: _____

Name of the Contractor/Firm:

Seal of the Firm: _____

Place: _____

Date: