

**TENDER
For
CONSTRUCTION OF TEMPORARY STALLS, SUPPLY & FIXING OF BOOKRACKS
AND INSTALLATION & FITTING OF ELECTRICAL WORKS WITHIN THE
PAGODA STRUCTURE & AUTHOR CORNER WITH P.A. SYSTEM ETC.
(hire and labour charges only)**

for

**Aligarh Urdu Book fair, Aligarh from 22 to 30
November 2025**

Tender No: 7-07/2025-UKM(28T)/Sale/NCPUL

**NATIONAL COUNCIL FOR PROMOTION OF URDU LANGUAGE (NCPUL),
MINISTRY OF EDUCATION, GOVT. OF INDIA.
FC-33/9, INSTITUTIONAL AREA, JASOLA,
NEW DELHI-110025.**

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Chapter-1: Instructions to Bidders

Notice Inviting Tenders:

National Council for Promotion of Urdu Language (NCPUL), New Delhi invites online bids on two stage Two-Bid-System for the prescribed tender from the reputed registered experienced contractors for Construction of temporary Stalls, supply & fixing of bookracks and installation & fitting of electrical works within the Pagoda Structure and Author Corner with p.a. system etc. (on hire and labour charges only) for Aligarh Urdu Book Fair to be held at AMU, Aligarh from 22nd to 30th November 2025.

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 within the Pagoda Structure and Author Corner with p.a. system etc. (hire and labour charges only) for Aligarh Urdu Book Fair to be held at Cultural Education Centre, Aligarh from 22 to 30 November 2025
B	Tender No.	Tender No: 7-07/2025-UKM(28T)/Sale/NCPUL
C	Technical Bid	The detail of submission of Technical Bid is placed at Annexure—I of Chapter-5
D	Commercial Bid	The detail of submission of Commercial Bid is placed at Annexure—II of Chapter-6
E	Availability of Tender Document	Tender documents may be downloaded from CPPP website https://eprocure.gov.in/eprocure/app) or NCPUL website http://www.urducouncil.nic.in as per the schedule given in CRITICAL DATE SHEET
F	Cost of Tender Document	Rs. 500/- (Nonrefundable)
G	Earnest Money Deposit (EMD)	Tenderer has to deposit interest free Earnest Money of Rs.50,000/- (Rs. Fifty Thousand Only).
H	Bid submission	Bids can be submitted only online on or before 10:30AM on 04.11.2025 at CPPP portal https://eprocure.gov.in/eprocure/app
I	Date of downloading and evaluation of Technical Bid	The Technical Bid shall be downloaded on 05.11.2025 after 10.30 AM and evaluated on the same day at 11:30 AM.
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) or from the office of the AEO-BP, NCPUL, West Block-8, 1st Floor, Wing-7, R K Puram, Sector-1, New Delhi-66 from 16th October 2025 to 3rd November 2025 (except Saturday, Sunday and gazetted holidays) during working hours.

Director,
NCPUL, New Delhi

1.2 Critical Date Sheet

Published Date	:	15.10.2025
Bid Document Download / Sale Start Date	:	15.10.2025
Bid Submission Start Date	:	15.10.2025
Bid Document Download / Sale End Date	:	04.11.2025 (10:00 AM)
Bid Submission End Date	:	04.11.2025 (10:30 AM)
Bid Downloading for Technical Evaluation	:	04.11.2025 (10:30 AM)
Bid evaluation Date (Technical)	:	05.11.2025 (11:30 AM)
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.15 lakhs in last year with annual turnover of Rs.30 Lakh in last three years each. Copies 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 copies 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 organizing Book Fairs, in last three years in India (Reference of Organization 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/- (nonrefundable)

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 thousandOnly) 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	Canara Bank, DTS Building, Sector-5, R. K. Puram, New Delhi-110022
Branch Code	9009
MICR Code	110025043
RTGS/NEFT	CNRB0019009

2.4.2 The companies /Tenderer having valid exemption certificate for EMD, may be given exemption from EMD submission.

2.4.3 The EMD will be forfeited in the following cases:

- If bidder fails to complete the work in compliance to the specifications, as mentioned in tender documents, within stipulated date and time.
- If bidder withdraw his tender before validity period.
- If bidder fails to accept the order based on his offer.
- For any loss caused due to delay in the delivery of assigned work at destination.
- Poor quality of work.

2.5 Scope of Work:

The successful bidder will take total responsibility Construction of temporary Stalls, supply & fixing of bookracks and installation & fitting of electrical works within the Pagoda Structure and Author Corner with p.a. system etc. for Aligarh Urdu Book Fair to be held at Cultural Education Centre, Aligarh from 22 to 30 November 2025. Temporary stalls and other fixtures as mentioned should be water proofed (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/ She 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 6 months from date of opening of the Technical Bid of tender.

Chapter – 3: Schedule of Requirements.

3.1 Submission of Tender:

- 3.1.1 No manual bids shall be accepted.
- 3.1.2 Bids can be submitted only online on or before 10:30 AM on 04.11.2025 at CPPP portal '<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.

3.3 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.

- 3.3.2.1 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.
- 3.3.2.2 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.
- 3.3.2.3 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.
- 3.3.2.4 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 3.3.2.5 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.
- 3.3.2.6 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.

3.3.3. Assistance to Bidders:

- 3.3.3.1 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.
- 3.3.3.2 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.

3.3.3.3 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.

3.3.3.4 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:

- 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.

In case of non-submission of any of the above documents, against the submitted bid, the bid shall be rejected and no correspondence in this regard shall be entertained:-

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/ downloaded on 04.11.2025 at 10:30 AM and evaluated on the same day at 11:30 AM, at NCPUL Head Office, FC-33/9, Institutional Area, Jasola, New Delhi-110025. Authorized representative(s) of the bidders have to be present at the time of opening of the bid.

3.5 Opening of Financial Bid:

The Financial Bid of technically qualified Bidder will be opened on stipulated date. The date & time for opening of Financial 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:

3.6.1 The successful Bidder shall complete **Construction of temporary Stalls, supply & fixing of bookracks and installation & fitting of electrical works within the Pagoda Structure and Author Corner with p.a. system etc. Aligarh Urdu Book Fair to be held at Cultural Education Centre, Aligarh** . 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 on-the-spot requirement of the Council without prior information.

3.6.2 **Work must commence on or before 20th November 2025 and must be completed by 20th November 2025, 10:00 a.m.** Failure to do so will render the contractor liable

(Signature of Bidder with stamp of the Firm)

to pay a penalty of Rs.5,000/- per hour.

- 3.6.3 The liability of equipment 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/ measurement done by the NCPUL team & on the basis of the actual requirement at Book Fair ground verified by the Officer In-charge 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-Incharge of the Fair, part payment may be made to the contractor after the inauguration day of the book fair.
- 3.7.4 Final payment will be made on the basis of actual requirement/ work done by the bidder.

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 Tenderer, 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 Workmen'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 in two bid system (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 10th December 2025.

- 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 along with the final payment of the bill subject to certificate issued from ground owner/ authority about repair of all damages caused during execution or 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 Tenderer 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 on the spot 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 structures 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. Tenderer 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 similar nature i.e. temporary construction of octonorm stalls, auditorium within the hangar structure etc.
- 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 On completion of the Fair, the contractor must remove the installations within two-
(Signature of Bidder with stamp of the Firm)

- three days' time.
- 3.8.15 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.
- 3.8.16 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.
- 3.8.17 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 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 of Work

Specification of Work for the Book Fairs to be organized at Cultural Education Centre, AMU, Aligarh from 22 to 30 November 2025:

Sl. No.	Item Description	Quantity	Units
1	CIVIL WORK:		
1.01	Pagoda (6mtr.x6mtr.) to make 4 stall of size 3x3 meters In Pagoda structure on wooden platform with covering of synthetic needle punch with new laminated carpet in proper lighting.	10	Nos.
1.02	Stall: Size 3m x 3m: Stall should be covered with three side white octonorm panelling (size 3.3 ft. x 8 ft.) with computerized vinyl pasting of name fascia in English & Hindi Language each with prefab octonorm system of the white colour in each stall, consisting of 9 MS shelves of size 96"x8.5" with 2" depth duly powder coated in white colour, 9 LED light (each of 9 watts), one octonorm table for counter of the same colour, two black cushioned chair with arms, a multi-plug point (four points) for computer with 20 Amp socket with switch, drinking water bottle (two) on per day basis in each stall as per the direction of the officer in-charge, one new Dustbin and one kanat of good quality of size 3mx3m size with a provision of proper hanging system for covering/closing the stall after the Book Festival timings. The kanat should be made available to the participants a day before start of the Book Festival. 4mtr.x4mtr. Polythene to cover the books is also required in each stall.	40	Nos
1.03	Canopy: size: 3mtr.x3mtr. with 3 side cover, clear height: 7 feet, full height till Dome: 10 feet, colour-white, a multi-plug point (four points) for computer with 20 Amp socket with switch and 1 Halogen Light of 100 watt, 4 visitor chairs and 1 round table (Top 4ft.x4ft.) with legs (height 30 inches) and Fascia Name. The canopy contains 3 removable side walls, can install and disassemble as needed. Construction of temporary Office Block (inside the structure of size 3mtr. x 12 mtr. with pre-fab. Octonorm system)	02	Nos
1.04	Authors Corner: Water proof Hangar 30'x60' (with inner lining and pillar less centre with lighting. It should be strong enough to sustain wind/rain pressure and with wooden platform of 4"-9" height made with 19mm thick hard board and bed supported with providing 2"x2" wooden batons in properly levelled having no undulation, create no sound on using and covered with brand new laminated carpet.		
1.05	Following items will be required in Author's Corner: i) Stage: Size 24' x 12' x 1' in height made of wooden platform with new brand laminated synthetic carpet with needle punch of blue/red colour. ii) 50 Mineral Water Bottles (200 ML) for guests on stage, on per day basis. iii) 1 Podiums with NCPUL Logo on sun board on three sides		

	as per design provided by NCPUL. iv) 06 Executive wooden cushioned arm chairs with 03 centre glass tables and side tables.		
1.06	Complete PA System and audio and video recording of inaugural function and other programmes along with provision of playing instrumental music during the Book Fair	01	Nos
1.07	Microphone HIFI (minimum 3 cordless mics, 6 lapel mics, 2 stand mics.	01	Nos
1.08	Speakers	04	Nos
1.09	Sofa Sets (3 seater) with white covers	04	Nos
2	Gate: Size (width 12' x height 20'-12') and as per design given by the office on the theme of the Book fair. 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
3	Supply and fixing of White Kanat/white Cloth upto 7' height on the sides of each pavilion with ballies, posts and runners to be fixed on the ground.	12000	ft.
3.01	Supply, laying and pasting of carpet of the approved shade & colour on floors of different area including foot way in front of each stall.	5000	Sq. ft.
4	Fire Extinguisher CO2 Type 4.5 Kg with two trained person to be present to operate in case of fire accident.	10	Nos
5	Fire buckets (10 Lt.)	10	Nos
6	The required manpower to change over the stage for cultural program & placing water bottles on tables and cleaning of Auditorium for Full Duration for 9 days	01	No
7	Supply of flower pots	100	Nos
8	Cleaning and sweeping the entire Fair ground (required one day before start of book fair and till the end of Book fair) 4 In Number with one supervisor	01	No
9	Providing Security Guards in 4 number for 24 hrs. from one day before starting of book fair. (for 10 Days)	01	No
10	Furniture: Chair Fiber	100	Nos
11	Counter Table	08	Nos
12	Sofa (3 seater for office)	06	Nos
13	Almirah	01	Nos
14	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. At least 10 flood/ metal light should be provided one day before start of the Book Fair for setting-up/ display of Books by publishers in evening/night.	20	Nos
15	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.	10	Nos
16	Providing low watt bulbs for decoration of gate and trees etc, including all wiring (complete Set) (complete Set)	1000	Nos
17	Silent Generator set: The generator should be in operational	01	Nos

	condition one day before start of the Book Fair and till the conclusion of the Fair. 100 KVA Generator set (with fuel and operator) for full duration		
18	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 in case of any increase or decrease in number of stalls.	1	Nos
18.01	Street light iron poles (20'x2-½")	10	Nos
19	Pedestal/ ceiling fan	10	Nos
20	(a) Photography (Photographs should be provided in the DVD after the Book Fair). 50 photographs of inauguration and other important programmes are required in Album form in consultation with Officer In-charge and (b) Videography (Two HD video camera) (All Programmes should be provided in the DVD after the Book Fair)	9	Days
21	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.	9	Nos
22	Dustbins (Big Size) Plastic with cover	10	Nos
23	List of participants on 4'x8' (one each in Hindi, Urdu and English language)	01	Nos
24	Flex printing and mounting without frame	5000	sq ft
25	Branding with printing and mounting in iron frame/wooden frame on different locations onsite or offsite	5000	sq ft
26	Selfie Point on Sunboard (5mm with digital vinyl print and mounting/framing) having heavy base (picture enclosed) – Size: 4'x6' and as per requirement	02	Nos

Chapter – 5: Specification and allied Technical Details (Annexure-I)

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

1. Particulars of Tenderer:

Name of the Contract/ Agency: _____

(ii) Registration Details: Registration No. : _____
(with documentary Evidence)

Year of Registration: _____

(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)

S. No.	Year	Name of the Organ.	From	To	Details of Work Executed	Value in a Year
1.						
2.						
3.						

- 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:** Rs.
- (i) Type & total quantity of material of creation book stall & shamyana available in reserve stock at all time for value _____
- (ii) Capacity of doing all the allotted work within 3 – 4 days. **(Yes/ No)** _____
- b) Financial:** Year –
- (i) Annual turnover (during last three financial year: Year –
- Year –
- (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 :** Technical: _____
- (i) _____
- (ii) Non-technical: _____

The specification of work and Terms and Condition contained in this Tender Document have been readcarefully by me/ us and I/we are satisfied with them.

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

Chapter – 6: Price Schedule (Annexure—II)

The detail for submission of Commercial Bid for BoQ, as available at <https://eprocure.gov.in/eprocure/app> For Aligarh Urdu Book Fair to be held at Cultural Education Centre, Aligarh from 22 to 30 November 2025

Sl. No.	Item Description	Quantity	Units	BASIC RATE In		TOTAL AMOUNT	
				Figures in		With Taxes in	
				Rs.	P	Rs.	P
1	CIVIL WORK:						
1.01	Pagoda (6mtr.x6mtr.) to make 4 stall of size 3x3 meters In Pagoda structure on wooden platform with covering of synthetic needle punch with new laminated carpet in proper lighting.	10	Nos.				
1.02	Stall: Size 3m x 3m: Stall should be covered with three side white octonorm panelling (size 3.3 ft. x 8 ft.) with computerized vinyl pasting of name fascia in English & Hindi Language each with prefab octonorm system of the white colour in each stall, consisting of 9 MS shelves of size 96"x8.5" with 2" depth duly powder coated in white colour, 9 LED light (each of 9 watts), one octonorm table for counter of the same colour, two black cushioned chair with arms, a multi-plug point (four points) for computer with 20 Amp socket with switch, drinking water bottle (two) on per day basis in each stall as per the direction of the officer in-charge, one new Dustbin and one kanat of good quality of size 3mx3m size with a provision of proper hanging system for covering/closing the stall after the Book Festival timings. The kanat should be made available to the participants a day before start of the Book Festival. 4mtr.x4mtr. Polythene to cover the books is also required in each stall.	40	Nos				
1.03	Canopy: size: 3mtr.x3mtr. with 3 side cover, clear height: 7 feet, full height till Dome: 10 feet, colour-white, a multi-plug point (four points) for computer with 20 Amp socket with switch and 1 Halogen Light of 100 watt, 4 visitor chairs and 1 round table (Top 4ft.x4ft.) with legs (height 30	02	Nos				

	inches) and Fascia Name. The canopy contains 3 removable side walls, can install and disassemble as needed. Construction of temporary Office Block (inside the structure of size 3mtr. x 12 mtr. with pre-fab. Octonorm system)				
1.04	Authors Corner: Water proof Hangar 30'x60' (with inner lining and pillar less centre with lighting. It should be strong enough to sustain wind/rain pressure and with wooden platform of 4"-9" height made with 19mm thick hard board and bed supported with providing 2"x2" wooden batons in properly levelled having no undulation, create no sound on using and covered with brand new laminated carpet.				
1.05	Following items will be required in Author's Corner: i) Stage: Size 24' x 12' x 1' in height made of wooden platform with new brand laminated synthetic carpet with needle punch of blue/red colour. ii) 50 Mineral Water Bottles (200 ML) for guests on stage, on per day basis. iii) 1 Podiums with NCPUL Logo on sun board on three sides as per design provided by NCPUL. iv) 06 Executive wooden cushioned arm chairs with 03 centre glass tables and side tables.				
1.06	Complete PA System and audio and video recording of inaugural function and other programmes along with provision of playing instrumental music during the Book Fair	01	Nos		
1.07	Microphone HIFI (minimum 3 cordless mics, 6 lapel mics, 2 stand mics.	01	Nos		
1.08	Speakers	04	Nos		
1.09	Sofa Sets (3 seater) with white covers	04	Nos		
2	Gate: Size (width 12' x height 20'-12') and as per design given by the office on the theme of the Book fair. 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		
3	Supply and fixing of White Kanat/white Cloth upto 7' height on the sides of each pavilion with ballies,	12000	ft.		

	posts and runners to be fixed on the ground.				
3.01	Supply, laying and pasting of carpet of the approved shade & colour on floors of different area including foot way in front of each stall.	5000	Sq. ft.		
4	Fire Extinguisher CO2 Type 4.5 Kg with two trained person to be present to operate in case of fire accident.	10	Nos		
5	Fire buckets (10 Lt.)	10	Nos		
6	The required manpower to change over the stage for cultural program & placing water bottles on tables and cleaning of Auditorium for Full Duration for 9 days	01	No		
7	Supply of flower pots	100	Nos		
8	Cleaning and sweeping the entire Fair ground (required one day before start of book fair and till the end of Book fair) 4 In Number with one supervisor	01	No		
9	Providing Security Guards in 4 number for 24 hrs. from one day before starting of book fair. (for 10 Days)	01	No		
10	Furniture: Chair Fiber	100	Nos		
11	Counter Table	08	Nos		
12	Sofa (3 seater for office)	06	Nos		
13	Almirah	01	Nos		
14	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. At least 10 flood/ metal light should be provided one day before start of the Book Fair for setting-up/ display of Books by publishers in evening/night.	20	Nos		
15	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.	10	Nos		
16	Providing low watt bulbs for decoration of gate and trees etc, including all wiring (complete Set) (complete Set)	1000	Nos		
17	Silent Generator set: The generator should be in operational condition one day before start of the Book Fair and till the conclusion of the Fair. 100 KVA Generator set (with fuel and operator)	01	Nos		

	for full duration				
18	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 in case of any increase or decrease in number of stalls.	1	Nos		
18.0 1	Street light iron poles (20'x2-½")	10	Nos		
19	Pedestal/ ceiling fan	10	Nos		
20	(a) Photography (Photographs should be provided in the DVD after the Book Fair). 50 photographs of inauguration and other important programmes are required in Album form in consultation with Officer In-charge and (b) Videography (Two HD video camera) (All Programmes should be provided in the DVD after the Book Fair)	9	Days		
21	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.	9	Nos		
22	Dustbins (Big Size) Plastic with cover	10	Nos		

23	List of participants on 4'x8' (one each in Hindi, Urdu and English language)	01	Nos		
24	Flex printing and mounting without frame	5000	sq ft		
25	Branding with printing and mounting in iron frame/wooden frame on different locations onsite or offsite	5000	sq ft		
26	Selfie Point on Sunboard (5mm with digital vinyl print and mounting/framing) having heavy base (picture enclosed) – Size: 4'x6' and as per requirement	02	Nos		
	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.

[Signature of Bidder with stamp of the Firm]

Chapter-7: Contract Forms (Annexure-III)

(to be uploaded with Technical Bid)

I/We hereby submit tender against tender notification dated 16.11.2022 given by NCPUL for the work as per specification given for Construction of temporary Stalls, supply & fixing of bookracks and installation & fitting of electrical works within the Pagoda Structure and Author Corner with p.a. system etc. (on hire and labour charges only) for Aligarh Urdu Book Fair to be held at Cultural Education Centre, Aligarh from 22 to 30 November 2025.

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 and rate quoted in Annexure II are acceptable to me/us.

A Demand Draft No/ E-transfer 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 non-compliance 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.

(Signature of Bidder with stamp of the Firm)

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

(Signature of Bidder with stamp of the Firm)

Chapter-8: Other Standard Information

8.1 Checklist of Certificates/Attachments

S. NO.	Document	Page No.
8.1.1	Proof of Bank Demand Draft/E-Transfer for Tender Fee and EMD.	
8.1.2	Documentary evidence of award of work and turnover of Bidder. Balance sheets of last 3 audited years.	
8.1.3	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 the quoted items all over India.	
8.1.4	Attested copies of GST, Service Tax Registration No., Income Tax Return, PAN No. & TIN No., Copy of Society / Company Registration, etc.	
8.1.5	Experience Certificates of Government Organizations / Public Sector Undertakings /Autonomous Bodies and their Compliance Sheet.	
8.1.6	Authority letter of the representative for interaction with NCPUL if attending tender process and other certificates/ documents mentioned in the tender Document	
Note: All the documents must bear continuous page number, in ascending order, stamp and signature of the tenderer.		

----End of Tender Document---