



**Royal Education Council
Paro: Bhutan**

**Terms and Reference for Organising
the National Book Fair**

March 29, 2019

The Organizer of the Book Fair shall abide by the following Terms and Conditions:

1. Eligibility for organizer:

- 1.1. Must have a valid retail trade license and/or valid publishing house license,
- 1.2. Must have a tax clearance certificate and
- 1.3. Must have a well-established business in the country.

2. Eligibility for vendors:

- 2.1. Must have a valid retail trade license and/or valid publishing house license,
- 2.2. Must have a tax clearance certificate and
- 2.3. Must have a well-established business in the country.

3. Responsibilities of the organizer

The organizer:

- 3.1. Must ensure that the vendors of the book fair must have a valid retail trade license, valid publishing house license, tax clearance certificate and a well-established business in the country.
- 3.2. Must submit all the copies of the documents indicated above for verification to the Working Committee for National Book Fair within three working days after the meeting with the prospective vendors.
- 3.3. Shall limit the fair only to publishers, booksellers, book distributors and dealers/manufacturers of teaching aids and or teaching-learning materials.
- 3.4. Shall ensure that the participating vendors offer 20% discount on the cost price of the book.
- 3.5. Shall limit the number of stalls to 40 to ensure for effective and efficient logistic management, monitoring and documentation. The organizer must submit a strategic plan for fair selection of the 40 vendors.
- 3.6. Shall organize the book fair for three (3) days in Eastern region (*Trashigang, Mongar, Lhuntse, Pemagatshel, Trashiyangtse, S/Jongkhar*), and for four (4) days in Western region (*Wangdue, Punakha, Paro, Thimphu, Gasa, Tsirang, Dagana, Sarpang, Chukha, Haa, Trongsa, Bumthang Zhemgang, Samtse*).

- 3.7. Liaise with relevant and appropriate agencies and or authorities for securing permits and approvals regarding all things, including negotiating payment for use of venues, for the successful conduct and completion of the book fair.
- 3.8. Shall ensure that the size of the stalls should not be less than that specified in the approved proposal.
- 3.9. Shall ensure that the number of stall(s) is at par with that of the participating vendors (One vendor one stall).
- 3.10. Shall ensure each stall must be provided with at least one table and two chairs.
- 3.11. Shall ensure that each stall must have a proper banner to display the stall name.
- 3.12. Must provide rental charge(s) per stall per day.
- 3.13. Must arrange for basic amenities like canteen, drinking water and toilets.
- 3.14. Electrical Fittings: minimum of one lighting bulb and one electric outlet point to run computers and printers. For use of additional electrical/electronic fittings and equipment, payment of consumption charges will have to be made by the participant at the rate decided by organizer.
- 3.15. Provide enough security for the venue against theft and other hazards.
- 3.16. Arrange Public Address system to make timely and relevant announcements.
- 3.17. Strictly follow timing of the book fair: opening in the morning (9:00 am), lunch break (1:00 -2:00 pm) and closing (5:00 pm).
- 3.18. Must provide a separate tent/stall for office space with enough tables and chairs for the monitoring officials from the REC and MoE. The office must be centrally located with clear view of the fair.
- 3.19. Should inaugurate the book fair in each venue with an opening ceremony. The organizer must make necessary arrangements for the opening ceremony including the invitation of chief guest and other relevant officials.
- 3.20. Must convene a meeting with the participating vendors to decide on all the aspects of the book fair and other necessary details. A copy of the minutes of this meeting signed by all the vendors and the organizer must be submitted to the working committee (REC & MoE) within three working days after the meeting.
- 3.21. Must ensure that the vendors display books and materials that are published on or after 2010 for recent and updated editions.

- 3.22. Must inform the vendors that sale of book series and very expensive books are discouraged, as the schools are required to procure a wide variety of books.
- 3.23. Must ensure the cleanliness of the venue at all time during and after the fair. In addition, the vendors shall be responsible for the cleanliness and tidiness of the stalls at all times.
- 3.24. The organizer must ensure that the vendors do not play audios or videos at the stalls. However, exception can be made for stalls displaying educational materials. Furthermore, the decibel level of sound must not cause any annoyance either to the neighboring vendors or to the visitors.
- 3.25. Must inform vendors to arrange their displays within the space allotted to them. The displays must not encroach or extent into the passages. Vendors are advised to arrange their displays within the space allotted to them.

4. Terms and conditions for the vendors

- 4.1. The participating vendors must offer 20% discount on the cost price of the book.
- 4.2. Vendors must display/sell books and materials that are published on or after 2010 for recent and updated editions
- 4.3. Vendors must not sell or display books or materials prohibited by the law, including the violation of Copyright Act. However, any vendor found engaging in such activities will be barred from participating in future book fairs.
- 4.4. Vendors are not allowed to manipulate MRP of books MRP through any form of stickers, overwriting etc. Schools will only procure books with printed MRP during the fair.
- 4.5. The sale of stationery, toys, greeting cards, posters, guidebooks, question banks and any other items that is not classified as books or teaching-learning resources is not permitted in the fair.
- 4.6. Vendors are not allowed to play audios or videos at the stalls. However, exception can be made for stalls displaying educational materials. Furthermore, the decibel level of sound must not cause any annoyance either to the neighboring vendors or to the visitors.
- 4.7. No encroachment or extension in the passages shall be allowed. Vendors are advised to arrange their displays within the space allotted to them.

- 4.8. **During the Fair, the vendors must not indulge in any corrupt practices including giving complimentary board and meals, commissions, and gifts to the school representatives. Such practices are considered as serious offence and are punishable under the Anti-Corruption Act, other relevant Rules and Regulations, and laws of the land.**
- 4.9. All the vendors must keep back-up books for all the days of the fair.
- 4.10 All the vendors and their team must be in formal and proper attire at all times.

5. Disputes between the organizer and vendors

- 5.1. A committee comprising of not less than five member representatives of the vendors must be constituted to mediate or resolve any issues that may arise amongst the vendors during the fair. The REC or MOE shall not be responsible, in any way, for any differences that may arise in between the organizer and the vendors or in between the vendors.
6. Upon fulfilling all the aforementioned terms and conditions, the work for organizing the National Book Fair will be awarded to the submission of EOI that has offered the lowest rental charges for stalls.
7. Breach of the terms and conditions by the organizer or any vendor will result in their participation being barred/blacklisted in future book fairs.