



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India

**Nehru Bhawan, 5 Institutional Area,
Phase-II, Vasant Kunj, New Delhi – 110 070**
Tel.: 011-26707700-756/873, Fax: 011-2612883
Website: www.nbtindia.gov.in, E-mail: ad.admn@nbtindia.gov.in

TENDER NO. NBT/ADMIN/BPC-DDN&BPL/02/2022-23

TENDER NOTICE
(QCBS Basis)

1. National Book Trust, India (NBT), an autonomous organization of the Ministry of Education, Government of India invites sealed bids/applications (proposals) from registered and reputed firms in the prescribed form for **Design, Concept, Fabrication and interior designing of NBT's Book Promotion Centre at Bhopal & Dehradun.**
2. Tender Document can be obtained from the Superintendent (Administration), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 on any working day till 4:00p.m from **03.06.2022 to 28.06.2022.** OR tender documents can be downloaded from NBT website www.nbtindia.gov.in. The Tender fee of Rs.1,180/- including 18% GST shall be remitted in the form of Demand Draft drawn in favour of **National Book Trust, India**, payable at **New Delhi** alongwith the complete Bid Documents. The Tender Document is also available in e-procurement portal www.eprocurement.gov.in

3. **Schedule of Tender**

Start of Sale of Tender Document	: From 03.06.2022 to 28.06.2022 (upto 4.00 p.m.)
Cost of Tender document	: Rs. 1,180/- including 18% GST
Earnest Money Deposit	: Rs. 50,000/-
Date of Pre-Bid Meeting	: 14.06.2022 at 11:00 a.m.
Last date of receipt of Bids	: 29.06.2022 upto 11:00 a.m.
Date of opening of Technical Bids	: 29.06.2022 at 11:30 a.m.
Date of opening of Financial Bids	: Would be informed to the technically Qualified Bidders later

4. Director, NBT India reserves the right to accept/reject any or all the bids without assigning any reason whatsoever.
5. The Tenderers shall bear all costs associated with the preparation of their Tenders including cost of clarification of the Tender, if so desired by NBT. NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
6. Any modification/corrigendum issued with regard to this tender document shall be uploaded on NBT website: www.nbtindia.gov.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.
7. NBT 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.

CHECK LIST

(The Tenderers / Bidder should ensure the following before submission of the Technical Bids)

Sl. No.	Particular(s)	Yes	No.
1.	Tender document is properly indexed with page numbers		
2.	Name of the Contractor/Party is mentioned & Nature of concern		
3.	Present Address & Permanent Address		
4.	Tender Fee in the form of Demand Draft of Rs. 1,180/-		
5.	Earnest Money Deposit (EMD) of Rs. 50,000/- in the form of Demand Draft.		
6.	Each page of Tender document and its appendix are signed and stamped		
7.	Self-attested copy of PAN Card		
8.	Copy of valid Trade license/registration from authorities concerned/ Govt. regulatory bodies. (Documentary proof to be enclosed)		
9.	Certified copies of authenticated Balance Sheet and Profit & Loss Account for any three financial years i.e. 2017-18, 2018-19, 2019-20 & 2020-21		
10.	Bidder should have handled average turnover of minimum Rs.50 Lakh in any three financial years i.e. 2017-18, 2018-19, 2019-20 & 2020-21. A certificate from CA (chartered accountant) required to submit in this regard.		
11.	Self-attested copy of the Income Tax Return for last 03 financial years 2018-19, 2019-20 & 2020-21		
12.	Self-attested copy of MOA/AOA/Deed/ Bye Laws.		
13.	Attested copy of GST Registration & Copies of GST Return for the Financial Year 2021-22		
14.	Specimen. Signature, Name, Address, Contact No., designation/capacity of the person signing the Tender document on letterhead of the Firm.		
15.	The firm has to declare the status such as partnership/ proprietorship/ company etc.		
16.	The Firm should have at least 3 years' experience of working with Central/State Government or Public Sector Undertaking or Autonomous bodies of Central/State Government or National Level Professional Bodies in India of providing similar services. Duration of service shall be furnished. OR At least 3 years experience in similar field in reputed Private firms may also apply for the Tender. (Documentary proof to be enclosed). An undertaking on Firm/Company letterhead regarding details of Work Experiences to be submitted.		
17.	During the last three years Fabrication and interior designing work of similar nature (office space, commercial space with universal accessibility plan) should be done either of following for each year: i. Three completed works costing not less than Rs.7 Lakh for each year Or ii. Two completed works costing not less than Rs.10 Lakh for each year Or iii. One completed work costing not less than Rs.20 Lakh in a year (Work Order & completion certificate to this effect should be enclosed)		
18.	A Notarized Affidavit on Rs.100/- Stamp Paper to the effect that the Firm/Company has not been blacklisted/ debarred by any Government Department nor has it any civil or criminal case pending against any court of law in the country. (Affidavit to be submitted physically in original)		
19.	Acceptance letter for Tender terms and conditions (To be given on Firm/Company Letter Head).		
20.	Integrity pact undertaking on Firm/Company Letter Head as per Annexure-III		

NOTE: - The Tenderers/Bidders, who are not fulfilling and submitting the above documents will not be considered and liable for rejection of their bids.



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TENDER DOCUMENT FOR CONTRUCTION OF NBT's BPC AT BHOPAL & DEHRADUN

National Book Trust, India (NBT), an autonomous organization of the Ministry of Education, Government of India sealed bids/applications (proposals) form registered and reputed firms in the prescribed for **Design, Concept, Fabrication and interior designing of NBT's Book Promotion Centre at Bhopal & Dehradun**. Last date for submission of the Bids is **29.06.2022 upto 11:00 a.m.**

TERMS AND CONDITIONS

1. **Documentation Eligibility Criteria:** The Bidders/Applicants should submit the following Essential Technical Documents:
 - i. Tender Fee in the form of Demand Draft of Rs. 1,180/-
 - ii. Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft in favour of '**National Book Trust, India**' payable at *New Delhi*.
 - iii. Self-attested copy of PAN Card
 - iv. Attested copy of GST Registration & Copies of GST Return for the Financial Year 2021-22
 - v. Copy of valid trade license/registration from authorities concerned/ Govt. regulatory bodies (**Documentary proof to be enclosed**)
 - vi. Certified copies of authenticated Balance Sheet and Profit & Loss Account for any three financial years i.e. 2017-18, 2018-19, 2019-20 & 2020-21
 - vii. Certified copies of Income Tax Return for the last three financial years: 2018-19, 2019-20 & 2020-21
 - viii. Bidder should have handled average turnover of minimum Rs.50 Lakh in any three financial years i.e. 2017-18, 2018-19, 2019-20 & 2020-21. A certificate from CA (chartered accountant) required to submit in this regard.
 - ix. Self-attested copy of MOA/AOA/Deed/ Bye Laws.
 - x. The firm has to declare the status such as partnership/ proprietorship/ company etc.

- xi. Specimen. Signature, Name, Address, Contact No., designation/capacity of the person signing the Tender document on letterhead of the Firm.
- xii. The Firm should have at least 3 years' experience of working with Central/State Government **or** Public Sector Undertaking **or** Autonomous bodies of Central/State Government **or** National Level Professional Bodies in India of providing similar services. Duration of service shall be furnished. **(Documentary proof to be enclosed). OR**
At least 3 years experience in similar field in reputed Private firms may also apply for the Tender. **(Certificate/ Documentary proof to be enclosed).**
- xiii. During the last three years Fabrication and interior designing work of similar nature (office space, commercial space with universal accessibility plan) should be done either of following for each year:
 - a. Three completed works costing not less than Rs.7 Lakh for each year **Or**
 - b. Two completed works costing not less than Rs.10 Lakh for each year **Or**
 - c. One completed work costing not less than Rs.20 Lakh in a year**(Work Order & completion certificate to this effect should be enclosed)**
An undertaking on Firm/Company letterhead regarding details of Work Experiences to be submitted.
- xiv. A Notarized Affidavit on Rs.100/- Stamp Paper to the effect that the Firm/Company has not been blacklisted/ debarred by any Government Department nor has it any civil or criminal case pending against any court of law in the country.
(Affidavit to be submitted physically in original)
- xv. Acceptance letter for Tender terms and conditions **(To be given on Firm/Company Letter Head).**
- xvi. Integrity pact undertaking on Firm/Company Letter Head as per Annexure-III

Note:

- a. **If the Bidders not meeting the above minimum mandatory qualification & criteria in all categories shall be treated as rejected and not be considered for any further evaluation.**
- b. The eligibility based on which the bidder initially qualifies, is required to be maintained by the firm throughout the contract period, failing which the contract can be terminated.
- c. Technical bid of only those bidders will be evaluated whose Eligibility Criteria Documents are found in order.
- d. Detailed technical evaluation will be carried out based on the Technical Bid along with all documents in the form of evidence as mentioned above.
- e. Documentary evidence needs to be submitted duly self-attested by the bidder for each of the eligibility criteria.
- f. Self-declaration needs to be signed by authorized signatory(s).

2. Tender Process:

2.1. Pre Bid Meeting

All interested bidders must attend the Pre Bid Meeting to understand NBT's requirements regarding Designing, Layout Plan and Space Allocation of NBT's Book Promotion Centre at Bhopal & Dehradun. **There will be a brief on concept by NBT during pre-bid meeting.**

2.2. Technical Bid (Envelope – 1)

Bidders should submit Technical Bids duly sealed and superscribed as "Technical Bid for Design, Concept, Fabrication and interior designing of NBT's Book Promotion Centre at Bhopal/Dehradun or Both BPCs" as per Bid details given in the document and addressed to **Deputy Director (Administration), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110070, must reach on the above address latest by 11:00 hrs on 29.06.2022.**

The Technical Bid should be complete in all respects and contain all the required information except rates. **The Technical Bid should include all the components asked for in Annexure I.**

A. Maximum Marks weightage allotted for Technical Documentation Criteria are 40 Marks.

Sr. No.	Eligibility Criteria Documents to be submitted	Minimum Marks	Maximum Marks	Marking Process
i.	The Firm should be at least three year old and should have valid trade license/registration from authorities concerned/ Govt. regulatory bodies (Documentary proof to be enclosed)	6	10	For each additional older year, 01 (One) additional mark will be awarded subject to maximum of 10 Marks.
ii	Bidder should have handled average turnover of minimum Rs.50 Lakh in any three financial years i.e. 2017-18, 2018-19, 2019-20 & 2020-21. A certificate from CA (chartered accountant) required to submit in this regard.	6	10	For each additional Rs. 10 (Ten) Lakh turnover, 01 (One) additional mark will be awarded subject to maximum of 10 marks. Turnover for this purpose is rounded off to nearest Lakh for ease of marking.
iii	The Firm should have at least 3 years' experience of working with Central/State Government or Public Sector Undertaking or Autonomous bodies of Central/State Government or National Level Professional Bodies in India of providing similar services. Duration of service shall be furnished. (Documentary proof to be enclosed). OR	6	10	For each additional work experience year, 01 (One) additional mark will be awarded subject to maximum of 10 marks.

	At least 3 years experience in similar field in reputed Private firms may also apply for the Tender. (Certificate/ Documentary proof to be enclosed). An undertaking on Firm/Company letterhead regarding details of Work Experiences to be submitted.			
iv	During the last three years Fabrication and interior designing work of similar nature (office space, commercial space with universal accessibility plan) should be done either of following for each year: a. Three completed works costing not less than Rs.7 Lakh for each year Or b. Two completed works costing not less than Rs.10 Lakh for each year Or c. One completed work costing not less than Rs.20 Lakh in a year (Work Order & completion certificate to this effect should be enclosed)	6	10	For each completed work costing not less than Rs.3.50 Lakh, 01 (One) additional mark will be awarded subject to maximum of 10 marks.
	TOTAL - Technical Documentation (A)	24	40	
	Presentation & Evaluation of Design (B)	-	60	Bidder will be required to present himself/herself before the Approved Committee of NBT for Presentation on their 3D Design.
	Total Marks (A) +(B)		100	

B. Presentation & Evaluation of Design

Interested Bidders should submit 3D Design alongwith their Technical Bid in separate envelop and superscribed as "3D Design for NBT's Book Promotion Centre at Bhopal/Dehradun or Both BPCs".

Bidder shall give its presentation to Approved Committee of NBT on their 3D Designs for BPC Dehradun and BPC Bhopal separately. The presentation would be seen with respect to the requirement of the Organization, Layout Plan and Space Allocation to meet NBT requirements. Date and time for Presentation on their 3D Designs will be informed through email to the technically qualified Bidders.

Maximum Marks weightage allotted for Presentation & Evaluation of Design are 60 Marks.

2.3. BOQ/Financial Bid (Envelope – 2):

Bidders shall prepare BOQ for BPC Dehradun and BPC Bhopal separately in respect of their Design as their Financial Bid (with quoted in reasonable rates) and submit in duly sealed and superscribed as “Financial Bid for Design, Concept, Fabrication and interior designing of NBT’s Book Promotion Centre at Bhopal/Dehradun separately” to **Deputy Director (Administration), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110070**. Date of opening of Financial Bids would be informed to the technically qualified Bidders later.

The BOQ should include the rates of services or other additional items, if any, should be inclusive of all taxes and statutory levies.

Total amount should be clearly written in figures and words and if any difference found the amount written in words will be prevailed.

Maximum Marks weightage allotted for BOQ/Financial Bid are 20 Marks.

NOTES:

- The BOQ/Financial Bid has to be submitted in separate envelop.
- The BOQ/Financial Bids of the technically qualified bidder shall be opened in the presence of their representatives, on a specified date and time and Venue, which will be intimated to the Technically Qualified bidders.

2.4. Selection Criteria

The final selection of the successful bidder from the technically qualified bidders be done by considering the Technical criteria, Presentation & Evaluation of Design and BOQ/Financial bid by using the following criteria and weightage: -

Criteria	Maximum Marks (weightage)	Method of allotting marks for Combined Score Financial
BOQ/ Financial Bid	20	The bidder with the lowest quote will be awarded 20 Marks and other bidders will be awarded proportionately less marks. For example, if the lowest quote is Rs.60/-, the bidder quoting this price will get 20 marks. A bidder quoting Rs.100/-will get $(60/100) \times 20=12$ marks
Technical Bid (Technical Documentation + Presentation & Evaluation of Design)	80	The Bidder with the maximum technical score (Technical Documentation + Presentation & Evaluation of Design) will be Awarded 80 marks and other bidders will be awarded proportionately less marks. For example, if, the highest technical score is 90, bidder having this will get 80 marks. Bidder having technical score of 80 will get $[80/90] \times 80 = 71.11$ marks.
Total	100	

NOTES:-

- All marks will be rounded off up to 2 decimal places.
- In case of a tie, preference will be given to the bidder with higher financial score i.e. having quoted the lower fee. In case of a tie in financial as well as technical score, the NBT, India can award the assignment to any one of the bidders at its sole discretion.

- c) NBT, India reserves the right to assign all or any of the scope of work to any of the technically qualified bidders.
- d) NBT, India reserves all rights to accept or reject any or all bids without assigning any reason thereof.
- e) If there is a discrepancy between words and figures, the figures written in words shall prevail.

3. The Cost of travel for construction/ design/ supervision etc. should be included. No additional payment will be made.

The Tender not submitted in the prescribed format(s) or incomplete in any respect is liable for rejection. NBT is not responsible for non-receipt of bids/quotations within the specified date and time due to any reason including postal delays, holidays etc.

4. Documentation

The Bidder shall furnish, as part of his tender, documents establishing his eligibility to participate in the tender and his competence to perform the Contract. Documents shall be indexed properly with pagination of each document.

5. Earnest Money Deposit

Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft in favour of 'National Book Trust, India' payable at New Delhi. NBT shall adjust this Earnest Money Deposit against Security Deposit.

6. Preliminary Scrutiny

NBT will scrutinize bids to determine whether they are complete, whether any errors have been made in the Technical Bid, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. NBT may, at its discretion waive off any minor non-conformity or infirmity in a bid provided such waiver does not affect relative ranking of other bidders. The decision of NBT in this regard will be final & binding.

7. Clarification on Bids

To assist in the scrutiny, evaluation and comparison of bids, NBT may, at its discretion, ask some or all vendors for clarification on their bids. The request for such clarification and the response will necessarily be in writing. If deemed necessary, the bidder may be required to give presentation on the proposed Bid.

8. Technical Inspection and Performance Evaluation

NBT reserves its right to carry out a technical inspection and performance evaluation of Design submitted. Short listing of eligible bidders shall be made on benchmarking of all bids. This may also include site inspection of the current engagements of the Bidders.

9. Verification

NBT reserves the right to verify any or all statements made by the Bidder in the tender document and to inspect the Bidder's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

10. Legal Jurisdiction

The Contract shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall only be located at the jurisdiction of the High Court of Delhi.

11. Income Tax as applicable will be deducted at source

12. TDS under GST as applicable will be deducted at source

13. The Contractor shall also provide the following services in NBT's BPC at Bhopal & Dehradun :-

The contractor will be responsible for removal and proper disposal of waste material, garbage etc.

- a) The contractor will be fully responsible for any loss/damage in NBT's BPC at Bhopal & Dehradun during the Fabrication and interior designing of NBT Book Promotion Centre and same will have to be made good by the Contractor at his cost.
- b) The size and weight including quality of various items should be approved by NBT. No new items would be introduced without approval of NBT. No rate will be revised without prior approval of NBT.

14. It is necessary to provide copy of valid trade license/registration from authorities concerned/ Govt. regulatory bodies along with the tender document.

15. Penalty clause

On completion of job an inspection shall be conducted by an approved Committee of NBT. Failure to execute any job regarding Design, Concept, Fabrication and interior designing of NBT's Book Promotion Centre at Bhopal & Dehradun will render the Contractor liable to penalty. Any deviation in quality of work/ material from the approved Design and makes will render the contractor liable to penalty of 10% of the value of items in which deviation/error noticed.

16. Performance Security

Before award of the contract the successful Bidder will be required to deposit **3% of contract value as Performance Security (refundable)** in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at **New Delhi**. The Performance Security deposited by the Contractor will be retained till completion of the job or completion of warrantee period. It will be forfeited by order of the Competent Authority of NBT, India in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance of the job.

17. Change in Quantities:

The quantities of items may be increased or decreased at the discretion of NBT and no claim in this regard will be entertained. **If considered necessary, any item could be dropped completely.**

18. Bidder shall ensure that the insurance against any casualty with its labours has taken and the cost of the insurance shall be borne by the contractor only. In case of any tragedy or casualty with the labours during Fabrication and interior designing of NBT's Book Promotion Centre, the bidder/ vender shall be responsible to pay the claim, if any of nominee of the labours.

19. Handing over:

After completion of the works, i.e. Fabrication and interior designing of NBT's BPC at Bhopal & Dehradun, the site shall be handed over to NBT. The maintenance and upkeep of the items provided while undergoing the said Fabrication and interior designing would be responsibility of the Contractor(s). Contractor shall provide warranty/ guarantee on all the installed items for a period of **two years (twenty four months)** after its supply and installation, without any extra or additional cost to NBT, except any damage due to termite, water leakage, or any other fault caused to other factors which do not involve the quality of the furniture/ workmanship.

20. The Director, NBT reserves the right to cancel the tender process at any time without assigning any reason thereof. In case of breach of any of terms and conditions of tender.

21. The Director, NBT has right to cancel Tender/ Contract at any time without assigning any reason thereof and nothing will be payable by NBT in that event and the security deposit shall also stand forfeited.

22. MSME Act: All the provisions of the MSME Act shall be applied for this tender.

23. If the Contractor found to be involved in the irregularities in any of the above points, shall be liable for legal action including blacklisting.

OTHER TERMS AND CONDITION OF CONTRACT

1. The tender shall be submitted on the prescribed tender application form.
2. If the cover of the tender is not sealed and marked, the NBT will assume no responsibility for the tender's misplacement or premature opening.
3. The tenderer should clarify whether the individual signing the tender or other documents in connection with the tender signs as:

A "sole proprietor" of the firm or constituted attorney of such sole proprietor, or a partner of the firm if it be a partnership in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the partners or Director in case of a Company.

The tender should be signed either by the proprietor or by his authorized representative. In case of the latter, an authority letter should be enclosed with the tender.

4. Incomplete tenders are liable to be rejected. It means Tenderer should quote for all items. If any item is missed or not quoted, the entire Tender will be rejected.
5. The tenderers should fill the rates both in figures as well as in words. The tender form may be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted.
6. If there is a discrepancy in rates between words and figures, the amount in words will prevail.
7. When deemed necessary, the NBT may seek clarification on any aspect from the tenderers. However, that would not entitle the tenderer to change or cause any change in the price quoted.
8. The tenderers, in their own interest, are advised to inspect the layout of NBT Book Promotion Centre site at Bhopal & Dehradun before submitting tenders.
9. The NBT will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the tenders are generally in order.
10. The NBT may waive any minor infirmity or non-conformity in the tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other tenderers. The decision of the NBT in this regard will however be final.

11. **Approved Items & Materials**
During Fabrication and interior designing of NBT's Book Promotion Centre at Bhopal & Dehradun, the Contractor shall supply and use items & material of the approved make only listed in Annexure-II.
12. **Liquidated Damages**
The Contractor shall submit its time schedule bar chart at the time of accepting NBT's work order to complete the work within stipulated time limit.
- Work must be completed within 45 days from the date of award of the contract in all respects. Failure to do so will entitle the NBT to impose a penalty of Rs.1,000/- per day on the contractor and he may be blacklisted for future work.
- In addition to it the Performance security deposits shall stand forfeited. Further, failure on the part of the contractor to complete the job in accordance with the terms and conditions set out and within the time schedule will confer on the NBT the right to get the work done through another contractor, in which event, the entire cost/ damages so incurred by the NBT will have to be paid by the first contractor.
13. It will be the responsibility of the successful contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his own cost. He should take necessary precautions to safeguard against possible hazards/accidents.
14. The successful tenderer will have to get a Layout/Grid/Picture of the NBT Stalls approved by the NBT before execution of the work.
15. The quality of material to be used for the Fabrication and interior designing should conform to the approved model/presentation. Any deviation in quality will render the contractor liable to penalty as may be decided by the Trust. The decision of the Trust in this regard shall be final and binding on the contractor.
16. The contractor shall engage technically competent personnel for executing the work.
17. The NBT will award the contract to the tenderer whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the tenderer is determined to be qualified to perform the contracts satisfactorily.
18. During the period of Fabrication and interior designing of NBT Book Promotion Centre, the contractor shall have to make his own arrangement for various amenities necessary for the smooth execution of his work.
19. The payment of the billed amount will be made subject to a physical verification by the officers of the NBT. The decision of the NBT in this regard would be final and binding.

20. Opening of Tender

The Tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the Tender on behalf of the Tenderer should bring with him a letter of authority from the Tenderer and proof of identification.

21. Criterion for Evaluation of Tenders

The evaluation of the tenders will be made first on the basis of technical and commercial information of the Firm/Agency. The Financial Bids of those firms which are found eligible based on technical parameters only will be opened. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in tender document.

22. NBT may ask the Bidder to make minor changes as per the concept and Design should be finalised within three working days.

If the Designer fails to make changes as per NBT's requirement, NBT reserves the right to cancel the Bid.

23. NBT reserves rights to provide its own layout/design, if required.**24. Work may be assigned in full or parts (i.e. separate for Dehradun and Bhopal or only one or none as per discretion of the Competent Authority of the Trust.****25. 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, civil commotion, strikes, acts of terrorism, Labour disputes and government or public authority's demands or requirements.

26. Insolvency etc.

In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing of any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified NBT shall have the power to terminate the contract without prior notice.

27. Advance payment & Part payment will be done as per General Financial Rules-2017.

Essential Technical Parameters for Technical Evaluation of Bids

<u>Sl. No.</u>	<u>Item</u>	<u>Points</u>
1.	Tender Fee in the form of Demand Draft of Rs. 1,180/-	Essential
2.	Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft in favour of ' National Book Trust, India ' payable at <i>New Delhi</i> .	Essential
3.	Self-attested copy of PAN Card	Essential
4.	Attested copy of GST Registration & Copies of GST Return for the Financial Year 2021-22	Essential
5.	Copy of valid trade license/registration from authorities concerned/ Govt. regulatory bodies. (Documentary proof to be enclosed)	Essential
6.	Certified copies of authenticated Balance Sheet and Profit & Loss Account for any three financial years i.e. 2017-18, 2018-19, 2019-20 & 2020-21	Essential
7.	Certified copies of Income Tax Return for the last three financial years: 2018-19, 2019-20 & 2020-21	Essential
8.	Bidder should have handled average turnover of minimum Rs.50 Lakh in any three financial years i.e. 2017-18, 2018-19, 2019-20 & 2020-21. A certificate from CA (chartered accountant) required to submit in this regard.	Essential
9.	Self-attested copy of MOA/AOA/Deed/ Bye Laws.	Essential
10.	The firm has to declare the status such as partnership/ proprietorship/ company etc.	Essential
11.	Specimen. Signature, Name, Address, Contact No., designation/capacity of the person signing the Tender document on letterhead of the Firm.	Essential
12.	The Firm should have at least 3 years' experience of working with Central/State Government or Public Sector Undertaking or Autonomous bodies of Central/State Government or National Level Professional Bodies in India of providing similar services. Duration of service shall be furnished. (Documentary proof to be enclosed). OR At least 3 years experience in similar field in reputed Private firms may also apply for the Tender. (Certificate/ Documentary proof to be enclosed). An undertaking on Firm/Company letterhead regarding details of Work Experiences to be submitted.	Essential
13.	During the last three years Fabrication and interior designing work of similar nature (office space, commercial space with universal accessibility plan) should be done either of following for each year: c. Three completed works costing not less than Rs.7 Lakh for each year Or d. Two completed works costing not less than Rs.10 Lakh for each year Or e. One completed work costing not less than Rs.20 Lakh in a year (Work Order & completion certificate to this effect should be enclosed)	Essential
14.	An Notarized Affidavit on Rs.100/- Stamp Paper to the effect that the Firm/Company has not been blacklisted/ debarred by any Government Department nor has it any civil or criminal case pending against any court of law in the country. (Affidavit to be submitted physically in original)	Essential
15.	Acceptance letter for Tender terms and conditions (To be given on Firm/Company Letter Head).	Essential
16.	Integrity pact undertaking on Firm/Company Letter Head as per Annexure-III	Essential



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India

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

Tel.: 011-26707700-756/873, Fax: 011-2612883

Website: www.nbtindia.gov.in, E-mail: ad.admn@nbtindia.gov.in

TECHNICAL BID

1. FIRM:
 - a. Name _____
 - b. Regd. Address _____
 - c. Contact Person's
 - i) Name & Design. _____
 - ii) Address _____
 - iii) Tel No. Landline No _____ Mobile No _____
 - iv) Email ID _____
2. Type of Firm :
Proprietary; Partnership; Private Ltd./Public Ltd./PSU (Please tick and enclose copy of Bye-laws/ Deed/Memorandum/ Articles of Association/ Certificate of Incorporation) _____ (Pl. specify)
3. Self-attested copy of MOA/AOA/Deed/ Bye Laws. (Please enclose certified photocopy)
4. PAN : _____ (Please enclose certified photocopy)
5. GST. No.: _____ (Please enclose certified photocopy).
6. Copy of valid Registration/ Trade License/registration from Authorities concerned/ Govt. Regulatory Bodies.
7. Attested copy of GST Return the Financial Year 2021-22.
8. Certified copies of authenticated Balance Sheet and Profit & Loss Account for any three financial years i.e. 2017-18, 2018-19, 2019-20 & 2020-21
9. Certified copies of Income Tax Return for the last three financial years: 2018-19, 2019-20 & 2020-21
10. Bidder should have handled average turnover of minimum Rs.50 Lakh in any three financial years i.e. 2017-18, 2018-19, 2019-20 & 2020-21. A certificate from CA (chartered accountant) required to submit in this regard.

11. Certified copies of Balance Sheet and Profit & Loss Account with annexure etc. for the financial year 2018-19, 2019-20 & 2020-21 to be enclosed.
12. The Firm should have at least 3 years' experience of working with Central/State Government or Public Sector Undertaking or Autonomous bodies of Central/State Government or National Level Professional Bodies in India of providing similar services.

OR

At least 3 years experience in similar field in reputed Private firms may also apply for the Tender. **(Certificate/ Documentary proof to be enclosed).**

An undertaking on Firm/Company letterhead regarding details of Work Experiences to be submitted.

13. During the last three years Fabrication and interior designing work of similar nature (office space, commercial space with universal accessibility plan) should be done either of following for each year:
- i. Three completed works costing not less than Rs.7 Lakh for each year or
 - ii. Two completed works costing not less than Rs.10 Lakh for each year or
 - iii. One completed work costing not less than Rs.20 Lakh in a year
- (Work Order & completion certificate to this effect should be enclosed)**

14. Tender Fee details:

Demand Draft No. _____ Dated _____
Amount Rs.1,180/- Drawn On _____

15. Earnest money details:

Demand Draft No. _____ Dated _____
Amount Rs.50,000/- Drawn On _____

16. A Notarized Affidavit on Rs.100/- Stamp Paper to the effect that the Firm/ Company has not blacklisted/ debarred by any Government Department nor has it any civil or criminal case pending against any court of law in the country.**(Affidavit to be submitted physically in original).**
17. Acceptance letter for tender terms and conditions. **(To be given on Firm/Company Letter Head).**
18. Specimen. Signature, Name, Address, Contact No. , designation/capacity of the person signing the Tender document on letterhead of the Firm.
19. Integrity pact undertaking on Firm/Company Letter Head as per Annexure-III

Signatures of authorized signatory _____
Name _____
Designation _____
Seal: _____

Date: _____



राष्ट्रीय पुस्तक न्यास, भारत

शिक्षा मंत्रालय, भारत सरकार

NATIONAL BOOK TRUST, INDIA

Ministry of Education, Government of India

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Phase-II, Vasant Kunj, New Delhi – 110 070

Tel.: 011-26707700-756/873, Fax: 011-2612883

Website: www.nbtindia.gov.in, E-mail: ad.admn@nbtindia.gov.in

TENDER APPLICATION FORM

From

To

The Director,

National Book Trust, India

5, Institutional Area, Phase-II,

Vasant Kunj, New Delhi – 110 070

Tender No.

Dated:

Sub.: **Submission of Tender for Fabrication and interior designing of NBT's Book Promotion Centre at Bhopal/Dehradun or Both BPCs.**

Sir,

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

A

Demand

Draft

No

Dated

drawn on

_____ for the prescribed amounts in favour of National Book Trust, India payable at New Delhi is enclosed towards Tender fee and Earnest Money Deposit as required. I fully understand that in the event of my/our tender being accepted, you shall adjust this Earnest Money Deposit against Security Deposit payable by me/us for the faithful and satisfactory execution of the contract.

My/our PAN No _____ and GST No _____.

I/WE shall have no claim to the refund of Earnest Money/Security Deposit prescribed against this tender in the event of my/our noncompliance of the contract.

My/our tender shall remain valid for a period of 90 days from the date of opening. My/Our Tender along with terms and conditions with relevant columns and appendix 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 Proprietor/Partner/ Director or special attorney attached is submitted for your consideration.

I/We have read the enclosed terms and conditions carefully and have signed the same in token of my/our absolute and unconditional acceptance.

Thanking you,

Yours faithfully,

Place:

Date:

Name

Signatures with stamp
& Full Address

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 NBT 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.
3. In case any wrong facts are produced or same facts are concealed by the prospective bidder which are found against terms & conditions of this Tender, a necessary action as deemed fit may be taken in this regard against a particular bidder by NBT, India.

(Signature of the Tenderer with stamp of the firm)

Date:

Place: _____

DETAILS OF APPROVED MATERIALS FOR FABRICATION OF NBT'S BOOK PROMOTION CENTRE AT BHOPAL & DEHRADUN

Fabrication of the BPC using given below plywood only -

1. Duroply Sharda Plywood Industries
2. Century Ply
3. Kitply
4. Green Plywood
5. Virgo Lam (M/s Virgo Industries -
6. Virgo Plywoods Ltd
7. Swastik Plyboard Ltd (Swati Plyboard)
8. Merino

Using Pre-laminated Particle Board whereas required as per design of the given below companies -

1. Novopan (GVK Group)
2. Ecoboard
3. Action Tesa (Action Buildwell)
4. Bhutan Board

PVC Flooring -

1. Armstrong World Industries (India) Pvt Ltd
2. Gerfloor India
3. Tarken
4. VeeKay Polycoats Limited

Toughened Glass for Front Display-

1. Float Glass India Ltd (Asahi float)
2. Asahi Float (AIS)
3. Modigaurd
4. Glaverbel
5. Saint Gobam
6. Sejat

Electrical Luminaries -

1. Philips
2. Schrader
3. Osram
4. Bajaj
5. Crompton

PVC insulated Wires -

1. National
2. Ecko
3. Finolex
4. Havells
5. Grandly
6. NICCO
7. Asian
8. Poly Cab

Switches & Socket outlets -

<ol style="list-style-type: none"> 1. Crabtree 2. Anchor, 3. MDS, 4. LK (Schneider) 	
Distribution Boards <ol style="list-style-type: none"> 1. L&T Hager 2. MDS 3. Siemens 4. ABB 5. INDO ASIAN 6. Havells 7. GE 8. Schnieder 	
Split AC shall be five star rated. Approved makes are Hitachi / O-general / Daikin / Carrier.	
GYP BOARD CEILINGS <ol style="list-style-type: none"> 1. Gyproc (Saint Gobain) 2. Lafarge Boral Gypsum India Pvt Ltd 	
Roofing Sheets <ol style="list-style-type: none"> 1. Roof fit (Fibre Glass Roofing, Metal,Roofing, galvalume Sheets) 2. Wonder sheets (3 layer - UPVC Wonder Sheets Pro) 3. I Loyd Insulations India Limited 	
GI & MS PIPES (IS: 1239 PART I & II, IS: 3589) <ol style="list-style-type: none"> 1. Jindal (Hissar). 2. Surya 3. Swastik Plyboard Ltd (Swati Plyboard) 4. Prakash 	
DOOR HARDWARE <ol style="list-style-type: none"> 1. Dorma 2. Hafele 3. Dorset 4. Dline 5. Ozone 6. Heffich India Pvt Ltd. 	
EMULSION PAINTS <ol style="list-style-type: none"> 1. ICI Dulux 2. Modi Industries 3. Berger 4. Nerolac 5. Shalimar Paints 	

UNDERTAKING
(to be submitted by the Bidder)

Date:
To,
The Director
National Book Trust India
5 Institutional Are, Phase-II
Vaant Kunj, New Delhi – 110070

Sub: **Submission of Tender for Fabrication and interior designing of NBT's Book Promotion Centre at Bhopal/Dehradun or Both BPCs**

Ref: Tender no.& date: _____

Sir,
I/We (The Bidder / Contractor) confirm acceptance and compliance with the Integrity Pact in letter and spirit.

I/We (The Bidder / Contractor) confirm that the Integrity Pact is signed without any variation (or) modification.

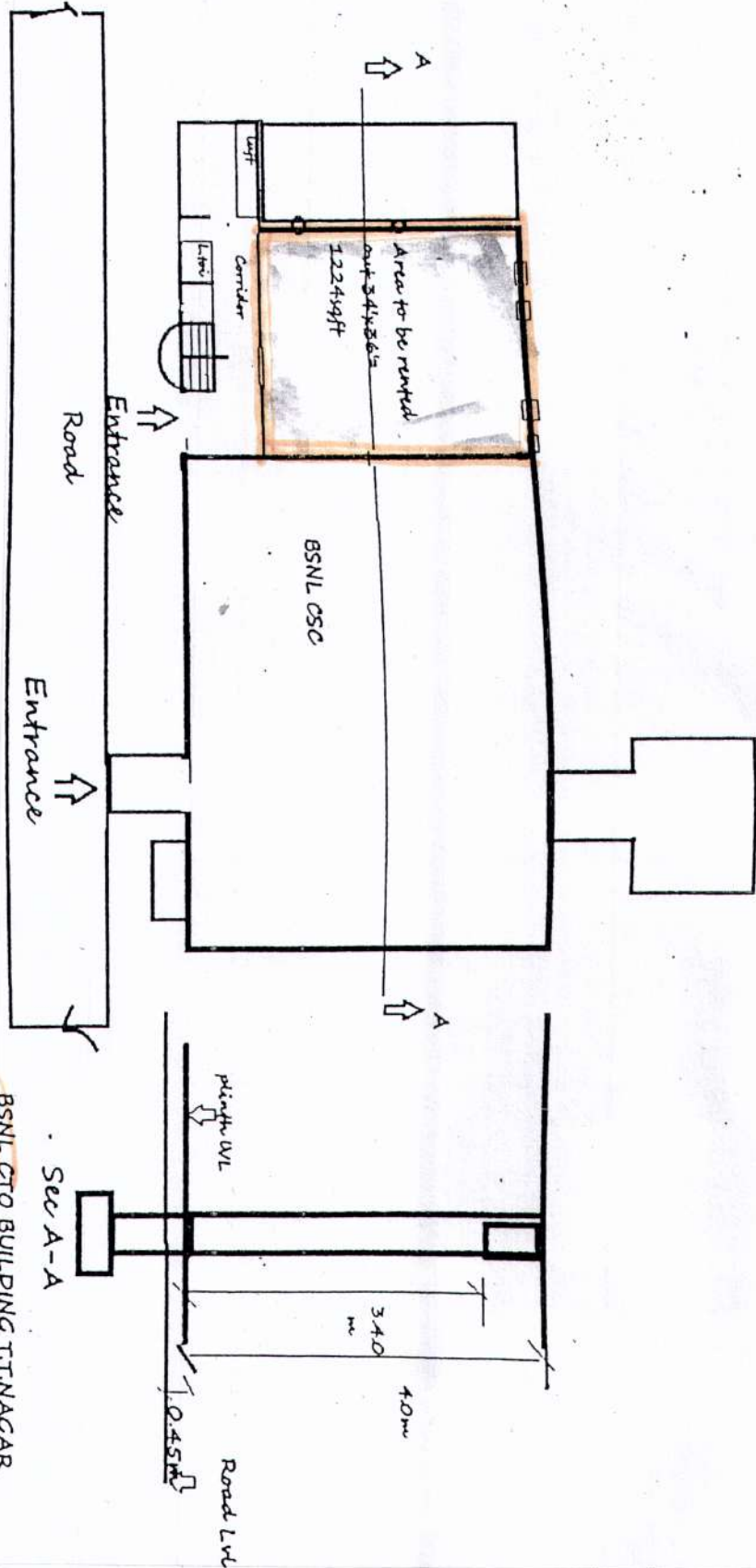
I/We (The Bidder / Contractor) agree that Integrity Pact is deemed as part of NIT / Contract and we are bound by its provisions for the entire Pact duration as per Section 9 of the enclosed Integrity Pact format.

I/We declare that I/We not paid and shall not pay any bribe to any officer of NBT for awarding this contract at any stage during its execution or at the time of payment of bills and further if any officer of NBT asks for bribe / gratification, I/We shall immediately reply it to the Director, NBT.

In case, if we (The Bidder / Contractor) fails to honour the above conditions, NBT shall have absolute right to take action as per Section 3 of the Integrity Pact format.

Yours faithfully,
(BIDDER)
Signatures with stamp
& Full Address

[Handwritten signature]

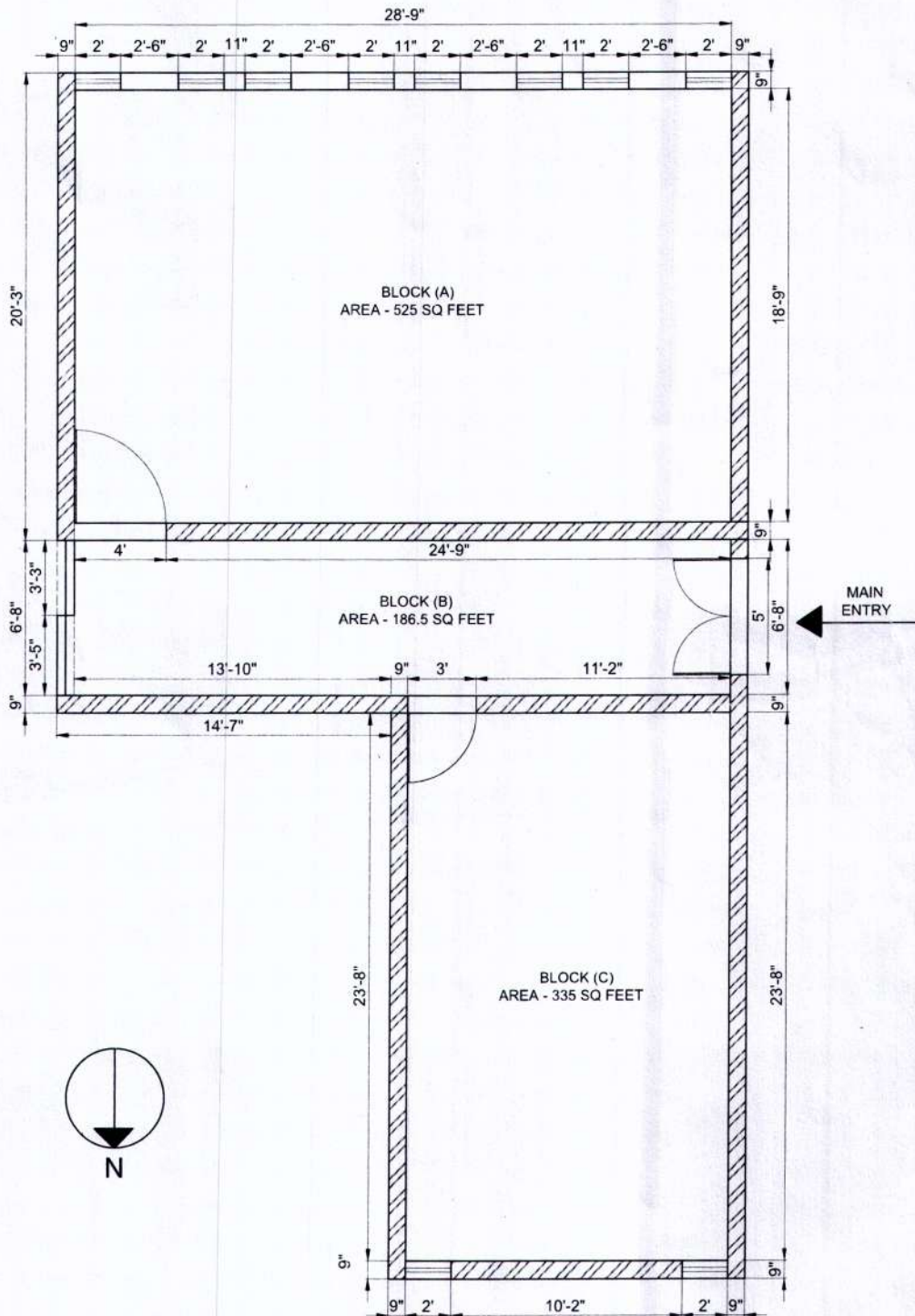


BSNL CTO BUILDING T.T. NAGAR
BHOPAL

BPC Dehydration

PRODUCED BY AN AUTODESK STUDENT VERSION

PRODUCED BY AN AUTODESK STUDENT VERSION



BLOCK (A) - 525 SQ FEET
 BLOCK (B) - 186.5 SQ FEET
 BLOCK (C) - 335 SQ FEET
 TOTAL AREA - 1046.5 SQ FEET

HEIGHT = 11.10 Feet

PRODUCED BY AN AUTODESK STUDENT VERSION