

The Tender Documents are shown here for viewing purpose only.
The e-tender documents are to be downloaded from CPP portal
<http://eprocure.gov.in/eprocure/app> and duly completed documents
are to be uploaded only on <http://eprocure.gov.in/eprocure/app>

NOTICE INVITING TENDER

IF THERE IS DIFFERENCE IN ANY INFORMATION/DATA MENTIONED IN THE TENDER DOCUMENT AND UPLOADED IN THE CPP PORTAL, THE INFORMATION/DATA UPLOADED IN CPP PORTAL SHOULD BE TREATED AS FINAL

Tender Reference No: 26/NBT/Envelopes/2023

Dated 11 March 2023

Separate Online Technical & Financial Bids are invited from eligible bidders situated in Delhi and NCR on behalf of the Director, National Book Trust, India for Printing of 40 Lakh individual Letter (Variable Data Printing), certificate inserted into folder, making the envelopes ready to dispatch with mailing addresses.

Nature of Work	Printing of 40 Lakhs Envelopes with multiple enclosures
Estimated Cost	Rs.10,00,00,000/- (Rupees Ten Crores only)
Period of Contract	30 Days
Earnest Money Deposit (EMD to be submitted through NEFT/RTGS only as per following details: Account No.: 3159101000021 IFSC Code : CNRB0003159 Name of Bank : Canara Bank (Address of the Bank : National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Phase II, Vasant Kunj, New Delhi-110070)	Rs.20,00,000/- (Rupees Twenty Lakhs only).
Date of Publishing e-tender	11.03.2023 (18:30 Hrs)
Clarification Start Date and Time	11.03.2023 (19:00 Hrs)
Clarification End Date and Time	14.03.2023 (14:00 Hrs)
Pre Bid Meeting	16.03.2023 (12.00 Hrs)
Starting Date & Time of Uploading of Bids	14.03.2023 (14:30 Hrs)
Last Date and Time of uploading of Bids	20.03.2023 (12:00 Hrs)
Date and Time of opening of Technical Bid	21.03.2023 (14:00 Hrs)
NOTE: IF THERE IS DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANY WHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.	

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

MANUAL/PHYSICAL BIDS SHALL NOT BE ACCEPTED

Bidders should regularly visit the website to keep themselves updated.

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 submitting 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>.

REGISTRATION

- 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.
- 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) 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.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (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.
- 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.
- 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.

SEARCHING FOR TENDER DOCUMENTS

- 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.
- 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) 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.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 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) 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.**

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.

Note: *My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.*

SUBMISSION OF BIDS

- 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.
- 2) While submitting the bids online, the bidders shall read the terms and conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- 3) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 4) Bidders shall submit EMD in the form of RTGS/NEFT through Bank Account No. given in the Tender Document.
- 5) Bidder should submit the EMD as per the instructions specified in NIT/tender document. The RTGS/NEFT details of the payment made, should tally with the data entered during bid submission time. The uploaded bid without RTGS/NEFT details will be rejected.
- 6) 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 XLS 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 Schedule of Offset Printing Rates (Annexure –B) and Rates for Paper and Cards (Annexure-C) in XLS format and save it without changing the name of the files. Bidders shall quote their rate in figures in appropriate cells and other details (such as name of the bidder), thereafter save and upload the file without changing the file name in **financial cover (price bid) only**. No other cells should be changed. If the XLS file is found to be modified by the bidder, **the bid will be rejected**.

The bidders are cautioned that uploading of financial bids elsewhere i.e., other than financial cover will result in rejection of the tender.

- 7) 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.
- 8) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time. (as per Server System Clock).

The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour.

- 9) 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 opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 10) 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.
- 11) 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.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the **Tender Inviting Authority** (TIA) through NBT e-mail: office.nbt@nic.in
- 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 No. 0120-4001005

NATIONAL BOOK TRUST, INDIA

Nehru Bhawan, 5, Institutional Area, Phase II

Vasant Kunj, New Delhi – 110 070

Tel: +91 11 26707700; Fax: +91 11 26121883

E-mail: nbtindia@nbtindia.org.in

Website: www.nbtindia.gov.in

**Tender for Printing of 40 Lakh individual Letter (Variable Data Printing),
certificate inserted into folder, making the envelopes ready to dispatch with
mailing addresses**

NOTE

1. Please read and note each and every term and condition carefully before filling up of the Tender Documents.
2. Bidders must upload Technical and Financial Bid in the respective covers as provided in CPP portal.

e-TENDER

National Book Trust, India (NBT), an autonomous organization under the Ministry of Education, Government of India, engaged in book promotion activities intends to print 40,00,000 (Forty Lakhs) Envelopes with multiple enclosures, which includes one page letter to be printed with variable printing of individual addresses, one certificate and Gold Embossing of Government of India logo. NBT will provide language wise data to be printed on all materials including letter. The complete details of work involved are mentioned under Scope of work in the Tender documents. The eligible bidders having professional and latest facilities essential to undertake such kind of work, situated in Delhi and NCR and capable of supplying the final main envelopes, within the given time schedule shall apply. The bidders are supposed to print and supply the final envelopes, with all enclosures mentioned under scope of work, within a period of **30 days** from the date of assigning the work order and sharing of language wise data base. The required quality of paper, card and other material to be used for this job are to be arranged by the successful bidder and they should be as per the specifications prescribed by NBT.

Tender complete in all aspects shall be uploaded in the CPP portal only as per the given time schedule. Bids submitted physically or in any other form shall not be accepted. The representatives of the Bidders may attend the pre-bid meeting and Bid opening at NBT premises as per the given schedule.

Pre-bid Meeting: The Pre-bid meeting shall be held at the office of the National Book Trust India, Vasant Kunj, New Delhi as per given date to discuss the technicality and scope of work. It is mandatory for the bidders to attend the pre-bid meeting and understand the nature of work and delivery schedule clearly before applying.

I. SCOPE OF WORK

Job Name: Main Envelope

Specifications:

1. Envelope:

Final Size after Folding: 22 cm (width) x 31 cm (Height) (+5cms Flap with self-adhesive full length seal)
 Paper: 100 GSM Natural Shade Maplitho
 Printing: single Colour (NBT will provide the data)
 Fabrication: Envelope making including all fabrication works
 Foiling: Embossing with Gold Foiling on Front (35mm x 20mm)
 Quantity: 40 Lakhs

2. Enclosures:

(i). Folder:

Paper: SBS 250 GSM Natural Shade
 Open Size: 41 cm x 29 cm
 Final size
 (After folding): Left Part: 20.5 cm x 29 cm
 Right Part: 20.5 cm x 34 cm (Including 5 cm flap at bottom)
 Printing: Single colour (NBT will provide the data)
 Fabrication: Folder making with Dye cutting and creasing
 Foiling: Embossing with Gold Foiling on Front (35mm x 20mm)
 Quantity: 40 Lakhs (Data in 10-12 different Languages comprising total 40 lakhs, shall be provided by NBT)

(ii). Certificate (One)

Size: 21 cm x 29.5 cm
 Paper: 250 GSM Metallic coated card
 Printing: 4 Colours (NBT will provide the data)
 Fabrication: NIL
 Foiling: Embossing with Gold Foiling on Front (35mm x 20mm)
 Quantity: 40 Lakhs

(iii). Letter Head (One)

Size: 20 cm x 28 cm
 Paper: Executive Bond 100 GSM Natural Shade
 Printing: Single Colour with Variable data printing *(NBT will provide the data)
 *(Letter will have variable names and addresses along with main content)
 Fabrication: NIL
 Foiling: Embossing with Gold Foiling on Front (35mm x 20mm)
 Quantity: 40 Lakhs

3. Address stickers:

Size: 10 cm x 5 cm (Max)
 Paper: 80 GSM White Maplitho
 Printing: Single Colour with Variable data printing * (NBT will provide the data)
 *(Each label will have variable names and addresses)
 Quantity: 40 Lakhs

4. Poly Bag (Biodegradable):

Size: 24 cm x 33 cm (+5cms Flap) self-adhesive seal
(Biodegradable and microns as permissible under the rules) Every Poly bag will have Envelope containing, folder inserted with certificate and Letter.

5. Master Box (Carton Box):

Size (In Inches): 14" x 18" x 10"
7 ply with variable Labeling on two sides with Strapping with approximately 200 Envelopes per box

II. ELIGIBILITY CRITERIA FOR THE BIDDERS (MANDATORY)

- A. Copy of PAN number of the bidder issued by the Income-tax department.
- B. Copy of the valid GSTIN registration certificate.
- C. A copy of ITR for the year last 3 years.
- D. Press Act declaration issued by District Magistrate/Commissioner of Police.
- E. The bidder must have valid registration with ESI, EPF, Factory Act and ISO 9001 certificate. Documentary proof to be submitted.
- F. **Turnover:** Minimum average annual turnover for the last 03 financial years should be Rs. 10.00 crores. Audited Balance Sheet for last 03 financial years duly signed by Chartered Accountant to be submitted.
- G. **Experience:** The bidder must have three years work experience worth Rs.5.00 crores with Government bodies in any of the last three financial years and should have executed at least one similar work worth Rs. 50.00 Lakhs. Documentary evidence along with completion certificate to be submitted.
- H. **Plant and Machineries:** The bidder should have **minimum one machine** of the following category in the name of the bidders only. (Machineries in any other names other than the bidders, are not considered). A valid Proof in support of ownership having the machineries in the bidders name should be submitted.

S.No.	Machines/equipment	Size	Speed (Number of impressions/minute)	Number of machines available
1.	Variable printing machineries			
2.	Four Colour Offset Machines			
3	Hi-speed Digital Printing Machines			
4.	Embossing and Foiling machines			
5.	Dye Cutting and pasting Machineries			
6.	Folding Machines			
7.	Stripping Machine			
8.	Generator set for power back up			

- I. The bidder should not be Blacklisted/Suspended/Debarred by any Central/State Government department/PSU in the last 10 years. Affidavit to this effect on Rs. 100.00 stamp paper duly notarized to be submitted.

III. TERMS AND CONDITIONS OF THE TENDER

The Eligible bidders may download the tender documents from www.eprocure.gov.in. The other terms and conditions are given in the Tender Form.

The tender form and other documents, if any, may be filled in English or Hindi and all entries must be typed and clearly readable. The proprietor with his signature, should attest the corrections if any.

The applicant bidders are invited to provide the detail of establishment, printing machines, equipment's and manpower in the prescribed application form (Annexure- A).

Bidders who have Joint Venture arrangements and running the firm in two different names with mutual agreement are not eligible to apply.

The applicant bidders are supposed to upload the tender in the CPP portal in two parts:

- Cover 1—Technical Bid
- Cover 2—Financial Bid

Cover 1—Technical Bid: The Technical Bid shall consist of following:

- i) Tender: Terms and conditions: each and every page signed by the bidders along with the supporting documents i.e. copy of PAN, GSTIN, Press registration certificate and Experience certificate.
- ii) Application Form (Annexure–A) duly filled-in along with the supporting documents.
- iii) Acknowledgement/Reference in respect of payment details (RTGS or NEFT) of **EMD of Rs. 20.00 Lakhs (Rs. Twenty Lakhs only)** (Refundable) to NBT Account No. provided in the Terms and Conditions documents (Refer page 1).

COVER 2—Financial Bid: Shall be uploaded as per the BOQ format provided along with tender documents (in financial bid cover) in the CPP portal.

The approved committee for evaluation of tender comprising internal members of NBT and outside technical experts shall open the technical bids uploaded in CPP portal, in the presence of the bidders or their representatives, who choose to attend the opening of the Technical Bids on the given date and time. No separate communication / intimation shall be given in this regard. Any shortcoming noticed in the Technical Bids shall be informed to the concerned bidders on the spot. However, complete list of shortcomings shall be prepared after the complete screening/examining the Tender documents submitted by the bidders. NBT will examine and evaluate each application to determine that the bidders:

- i) qualify the minimum criteria laid down in respect of the machinery and equipment;
- ii) Signed each and every page of terms and conditions;
- iii) Signed each and every page of the application form (Annexure – A);
- iv) Payment details (RTGS or NEFT) of **EMD Rs. 20.00 Lakhs (Rs. Twenty Lakhs only)** (Refundable) to NBT Account No. provided in the Terms and Conditions documents (Refer page 1).
- iv) Attached all documentary evidence in support of the information submitted.

On the basis of evaluation by the approved committee and based on the capacity and experience of the Bidder, NBT shall identify the successful bidder. NBT shall inspect the printing units at any point of time to verify, the machineries and equipment's of the successful bidder.

The financial bids of technically qualified bidders shall be considered and opened. The financial bids will be opened at specified time and date in the presence of the bidders or their authorized representatives, who may wish to attend.

The approved committee will prepare a comparative chart of rates quoted by the technically qualified Bidders and will examine and finalize the L-1 rate.

NBT shall issue the work order to the Bidder quoted L-1 rate and seek unconditional acceptance on them. NBT will not consider any conditional acceptance. **In case the successful bidder denies to accept the work order, for whatsoever the reasons, then, the EMD submitted shall be forfeited.**

The EMD submitted by bidders **who do not qualify** at the Technical stage shall be returned without any interest.

The qualified bidder quoted the L-1 rate shall convey their acceptance through a letter, which shall be in the format given at **Annexure–C** along with the following documents.

- i) **Security Deposit** (5% of the Tender value) in form of (RTGS/NEFT/BG or in the form of Insurance Surety Bond) of **Rs. 50.00 Lakhs (Rs. Fifty Lakhs only)** in NBT account No. provided in the Terms and Conditions documents (Refer page 1). The security deposit shall remain with the NBT till the completion of the job. NBT shall ensure that complete supply of all 40 Lakh finished envelopes are received at NBT, Vasanth Kunj, New Delhi, as per the given instructions. No interest shall be payable to any printers for the Security Deposit.
- ii) Two copies of the contract agreement (**Annexure – D**) duly signed and witnessed.

On receipt of the contract agreement, the authorized officer of NBT will sign both the copies of the contract agreement. One copy of the agreement will be issued to the qualified bidder.

The qualified bidder should submit the security deposit and sign the contract agreement before the work order is issued by NBT.

The qualified bidder is responsible to ensure the prescribed quality of paper and card are free from specks, blemishes with proper brightness, opacity and smoothness etc. as per the specifications mentioned under the scope of work.

Data: Complete language wise data required for printing shall be provided by NBT.

Sample: As per specifications mentioned in the bid document, sample of paper of letter, envelope and Biodegradable Poly bag (duly signed & stamped), is to be submitted to the NBT office before the closing date/time of bid during office hours. The sample of Poly bag must have a disclaimer that said quality/thickness of poly bag are not falling under the ban of plastic imposed by the Government of India. At least 15 sheets A-4 size without any markings having the tag mentioning specifications of paper are required for submission and for approval of the competent authority before starting work.

Inspection of the premises shall be done by NBT at any point of time either before finalizing the bid or after award of contract and during the execution of job.

No hike in paper rates or quoted rates shall be entertained by NBT under any circumstances.

Paper/Card Testing: NBT has the right to get the paper/card testing from Government Agencies to ensure that the paper and card are as per the specifications mentioned under scope of work. In case of any failure found in GSM of paper/card, the necessary deduction shall be made as mentioned under the head **penalty** in the Terms and conditions.

Delivery Schedule: NBT shall provide state wise priorities and delivery schedule of the work at the time of issuing the work order. The successful bidder should follow the instructions and make the supply. However, all the 40 Lakhs envelopes, complete in all aspects and properly packed as per the Master Box (Carton Box) specifications at Sl. No.7, under Scope of work, should be delivered and completed within 30 days from the date of assigning the work order. No short supply of any envelope of any state shall be entertained.

Payment: The NBT shall release the payment within 20 working days from the date of receiving the GST bill from the qualified bidder. The TDS shall be deducted as per applicable rates under income Tax and GST Act. The qualified bidder shall enclose all the necessary signed challans in support of the supplies made at the time of submitting the original GST invoice for release of payment by NBT. No advance payment would be paid to the VENDOR for execution of order.

Penalty: The committee comprising of Director, Joint Director (Admin) and Joint Director (Production) shall decide the penalties, applicable in case of any delay in supply or poor quality of production depending upon the volume of delayed quantity, poor quality of production or failure in paper testing . However, the penalty shall not exceed 2 % of the contract value.

Incomplete, ambiguous and conditional tender and tenders not uploaded in the prescribed format/manner or in the prescribed forms shall not be considered and summarily be rejected. The rates not quoted in the prescribed format shall not be considered. The decision of NBT shall be final and binding.

Canvassing in any form shall be a dis-qualification and the NBT reserves the right to reject the tender of such bidders.

Secrecy of contract document

The bidder shall not, without the prior written consent of the NBT, disclose the contents of the Tender, or any provision thereof or any specification, data or other information furnished by or on behalf of NBT in connection therewith to any person or third party.

The Bidder shall not without NBT's prior written consent make use of contract document or any information relating to the contract in any manner whatsoever.

Confidentiality of information

All data obtained by the qualified bidder from NBT during and after completion of its obligations contained herein shall remain the property of NBT and treated as confidential and should not be divulged by the qualified bidder or his employees and affiliates to any third party other than the NBT's personnel. This obligation of qualified bidder shall prevail even after termination of contract. The qualified bidder shall keep NBT fully indemnified in this regard.

The qualified bidder undertakes to strictly observe all the applicable laws including the laws against fraud and corruption in force in India from time to time for instance "Prevention of Corruption Act 1988".

The National Book Trust, India reserves the right to suspend, accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.

The land of the Printing Press/ Factory of the qualified bidder should be free from any encumbrances. The firm should have a generator for power backup in the unit to ensure that the given deadline is met without causing any delay.

Acceptance of offer will be communicated in writing by letter or by formal "Acceptance of Tender". In case, acceptance is communicated by Express Letter, formal "Acceptance of Tender" will follow in due course and in the meanwhile, the tenderer will act upon the instructions contained in the Express Letter.

Award of contract shall be within the sole discretion of NBT. The NBT is not bound to award the contract on the basis of bids received. It shall be opened to the NBT not to accept any bid and to abandon the contract without disclosing any reason. The NBT reserves the right to reject or accept whole or any part of the tender. The interest of the NBT shall be paramount. No bidder shall have any indefeasible right to the awarded contract even if his price is the lowest. The decision of the NBT on the tender contract shall be final and binding on the tenderer/contractor.

Security Deposit:

- a) The Security Deposit can be forfeited by the order of the Director, NBT any time, on the recommendations of the Tender Evaluation Committee in the event of any breach or non-observance of any of the conditions of the contract or non-completion of job within the given time schedule.
- b) The security deposit of the successful bidder shall be released by the NBT only after successful completion of the job. NBT shall ensure that all the 40 lakhs envelopes are received along with all the enclosures as per the particulars given under **scope of work**.

Other Conditions:

1. The successful bidder shall not entrust the work or any portion thereof to anyone else.
2. No extra charges for minor corrections/alterations (If any) will be allowed.
3. The data shall be the property of NBT. The successful bidder shall return them to the NBT at the time of delivery of all the envelopes.

CHECK LIST-

The bidders should ensure the following documents are uploaded in the CPP portal.

S.No	Documents/information	Yes	NO
	TECHNICAL BID (Cover 1)		
1	Fulfill the minimum criteria of machinery and equipment		
2	Signed each and every page of Tender: term and conditions		
3	Enclosed each and every page of Application form duly filled in (Annexure-A)		
4	Payment details (RTGS or NEFT) of EMD of Rs. 20 Lakhs (Rupees twenty lakhs only) to NBT Account No. provided in the terms and conditions (Ref.page 1).		
5	Enclosed valid copy of PAN number		
6	Enclosed valid copy of GSTIN number		
7	Enclosed experience certificate of press and registration		
8	Copy of Balance sheet of last three years		
	FINANCIAL BID (Cover 2)		
9	Dully filled in lowest rate in the given format/BOQ (Annexure B)		

ANNEXURE--A

NATIONAL BOOK TRUST, INDIA
Nehru Bhawan, 5, Institutional Area, Phase II
Vasant Kunj, New Delhi – 110 070

Application form**GENERAL****Note to fill the Application Form:**

- It is essential to fill all columns of the application.
- Each page of the application form to be signed by the authorized signatory.
- Attach separate sheets to fill the details, wherever required.

1. Name of the Bidder _____
2. Address: _____

3. Office Address: _____

4. Telephone Numbers _____
5. E-mail address: _____
6. Fax Number _____
7. Status of the Press
(a) The Companies Act 1956 _____
(b) The Indian Partnership Act 1932 _____
(c) Proprietary Concern _____
8. Ownership Details
(a) If company, name of the Managing Director _____
(b) If partnership concern, name of the Partners _____
(c) If Proprietary concern, name of the Proprietor _____
9. Name and address of bankers _____
10. Whether insured against fire, theft and burglary, if so state the amount for which insured, name of the insurance company and policy no. _____
11. Is the press, on the panel of any other govt. organization _____

12. Total number of employees
 (a) Managerial and Supervisory _____
 (b) Skilled & Semi-skilled _____
 (c) others _____
13. Distance from NBT at Vasant Kunj (in Kms.) _____
14. Date of Establishment of Press _____
15. PAN No. issued by Income Tax _____
16. GSTIN number. _____
17. Does any case pending under the Copyright Act? _____
18. Has the bidder been black listed by any government organization? _____

Machines and other equipments

S.No.	Machines/equipment	Size	Speed (Number of impressions/minute)	Number of machines available
1.	Variable printing machineries			
2.	Four Colour Offset Machines			
3	Hi-speed Digital Printing Machines			
4.	Embossing and Foiling machines			
5.	Dye Cutting and pasting Machineries			
6.	Folding Machines			
7.	Stripping Machine			
8.	Generator set for power back up			

19) Additional information, if any

Affix self-Attested
 Photograph of
 Authorised
 signatory

SIGNATURE _____

NAME _____

DESIGNATION _____

DATE: _____

Mobile No. _____

Email: _____

STAMP: _____

ANNEXURE-C**NATIONAL BOOK TRUST, INDIA**

Nehru Bhawan, 5, Institutional Area, Phase II
 Vasant Kunj, New Delhi – 110 070
 Tel: +91 11 26707700; Fax: +91 11 26121883
 E-mail: nbtindia@nbtindia.org.in
 Website: www.nbtindia.gov.in

FORMAT OF LETTER CONFIRMING ACCEPTANCE

To
 The Director
 National Book Trust, India
 Nehru Bhawan
 5 Institutional Area
 Vasant Kunj, Phase II
 New Delhi 110 070

Ref: NBT's letter no..... dated

Sirs,

1. I/We hereby confirm our unconditional acceptance of the rates offered by NBT in the letter cited above. In token of our acceptance we return herewith a copy of the letter duly signed and stamped.
2. We have paid Security Deposit **in** form of (RTGS/NEFT/BG or in the form of Insurance Surety Bond) of **Rs. 50.00 Lakhs (Rs. Fifty Lakhs only)** vide Ref. No _____ dated _____
3. I/We accept that the Security Deposit of **Rs. 50.00 Lakhs (Rs. Fifty Lakhs only)** shall remain with the NBT till the completion of job. No interest on the Security Money shall be claimed by me/us or my/our successor or nominee at any point of time.
4. I/We have signed the Contract Agreement after fully understanding and accepting the terms and conditions of Contract. Both the copies of the agreement are enclosed for counter signature on behalf of the NBT.
5. I/we agree to the conditions that in case, if our press is found black listed in any of the Government organization, NBT shall take necessary action against our press for submitting false declaration.

Yours faithfully

Signature of the Authorized Signatory
 with stamp

**NATIONAL BOOK TRUST, INDIA**

Nehru Bhawan

5 Institutional Area, Phase II, Vasant Kunj, New Delhi 110070

ANNEXURE-D**Agreement for printing and supplying 40 Lakhs MAIN Envelopes**

MEMORANDUM OF AGREEMENT made in Delhi this ___ day of ___ Two Thousand and Twenty Three between _____ (hereinafter called the successful VENDOR, which expression shall, where the context so admits, include its legal representatives, successors and assigns) of the one part and the National Book Trust, India (hereinafter called the NBT, which expression shall, where the context so admits, include its successors and assigns) of the other part.

WHEREAS the VENDOR qualified in the open Tender floated by NBT for printing and supplying of complete 40 Lakhs Envelopes as per the specifications mentioned under the scope of work in the Tender (hereinafter called the WORK) and has represented to the NBT that the VENDOR has requisite manpower, plant and machinery to be capable of handling the jobs.

It is hereby agreed by and between the parties:

Vendor's signature

Signature on behalf of NBT

(Sign on all the pages)

We here by agree to:

1. The terms and conditions of this agreement have been studied thoroughly and they are acceptable.
2. The VENDOR shall not sublet any part of job to anybody else.
3. The VENDOR shall collect of all material related to the WORK i.e. Sample, variable Data's, etc., from NBT at their own cost.
4. The VENDOR shall be responsible for all taxes, duties and license fee etc. Only GST shall be paid by the NBT as admissible under the rule. Any excess claim whatsoever by the VENDOR shall be treated as disallowed without any intimation to the vendor.
5. On completion of the job, the VENDOR shall submit, duly pre-receipted GST invoice in triplicate, together with :
 - i) One state wise Specimen copy of the WORK done;
 - ii) Duly receipted delivery challans in support of the supplies made.
 - iii) Complete account of paper duly signed, showing the specifications and quantities used for the whole work.
 - iv) Other material or document(s), if any, in support of the items charged in the bill or provided by the NBT.
6. In case of any penalties imposed by NBT for any short supply, poor quality, failure in the paper testing or any deviations in the Technical specifications mentioned under Scope of work, the VENDOR shall provide Credit Note to NBT along with the original invoice to enable NBT to release the payment.
7. No advance payment shall be paid to the VENDOR for execution of order.
8. NBT reserves the right to carry out a post payment audit of the bill and other supporting vouchers. NBT further reserves the right to enforce recovery of any over payment coming to light as a result of such a check, by any method.
9. The VENDOR shall take every care to see that the work or any part thereof, does not fall into the unauthorized hands to avoid PIRACY. The VENDOR should take proper care to execute the work under security condition.
10. Any disputes, differences and questions arising out of or in any way touching or concerning the subject matter thereof or the respective rights, duties or liabilities of the parties under or in respect of this contract shall be referred to the Director, NBT India. The legal jurisdiction shall be of Delhi Courts alone and exclusively.

IN WITNESS WHEREOF the parties hereto have set their hands and their seal the day and the year first written.

THE VENDOR

THE NBT
For and on behalf of
NATIONAL BOOK TRUST, INDIA

Signature _____
Name _____
Address _____

Signature _____
Name _____
Address _____

In the presence of:

In the presence of:

1. Signature _____
Name _____
Address _____

1. Signature _____
Name _____
Address _____

2. Signature _____
Name _____
Address _____

2. Signature _____
Name _____
Address _____

(Sign on all the pages)