

NATIONAL BOOK TRUST, INDIA
RAVINDRA NATYA MANDIR, 1ST FLOOR
Prabhadevi, Mumbai – 400025

Quotation for Transportation of books from National Book Trust, India, Ravindra Natya Mandir, 1st Floor, Prabhadevi, Mumbai to all States of India.

TERMS AND CONDITIONS

1. The quotation should be submitted in the form prescribed in Annexure – II.
2. If the cover of the quotation is not sealed and marked, Trust will assume no responsibility for its misplacement or premature opening.
3. Incomplete quotations are liable to be rejected.
4. Rates should be quoted specifying whether they are including or excluding Service Tax and other levies. The safe delivery of consignments will be sole responsibility of the transporter which includes the carrier risk as per declared value in the GR.
5. The Tenderer 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 or typed. Overwriting of rates is not permitted. Corrections, if any, should be attested by the authorized signatory.
6. If there is a difference in rates between words and figures, the amount in words will prevail.
7. When deemed necessary, the Trust may seek clarification on any aspect from the Tenderers. However, that would not entitle the Tenderer to change or cause any change in the rate quoted.
8. **Sealed quotations may be sent to Officer-in-charge, NBT Office, Ravindra Natya Mandir, 1st Floor, Prabhadevi, Mumbai – 400025 till 1.00 p.m. on 05 March 2019 and Tender shall be opened at 03.00 p.m. on 05 March 2019 at , Ravindra Natya Mandir office, Mumbai. Tenderer or their representative may like to be present at the time of opening of bid.**
9. **Tenderers shall be required to deposit Rs. 10000/- as Earnest Money (refundable) in the form of Demand Draft i.f.o. National Book Trust, India payable at Mumbai. Tenders not accompanied by the requisite Earnest Money shall be rejected.**
10. Based on the quotation received from the bidders, the trust would fix the transportation rates of various states/destination and would be circulated to all the bidders for their acceptance from the transporters, the trust would finalize a list of empanelled transporters who would be assigned the job of transportation on order to order basis.
11. **The empanelled transporters will be required to deposit Security Money (refundable) lump sum amounting to Rs. 25,000/-(Twenty Five Thousand) in the form of Demand Draft, drawn in favour of National Book Trust, India payable at Mumbai. The security money deposited by the empanelled transporters will be retained by the Trust till the validity of the contract and shall be returned without any interest on expiry of the contract.**

12. Security Deposit shall, however, be liable to be forfeited if the contractor backs out after award of the job or fails to execute supply within the stipulated time or if the supply is not made satisfactorily as per the terms and conditions. The consignment of books are required to be lifted by the Transporter from NBT GODOWN, Rey road, Mumbai and to be door delivered at all India basis as per the instructions given in the letter of dispatch.
13. **Validity of contract for tender will be for 03(three) years and will be reviewed every year on mutual agreement.**
14. The Transporter will be responsible for safety of the books during transit, loading and unloading. Full value of books in case of loss or damage, if any occasioned to the stock shall be recovered from the Transporter. The value of books declared in GR shall be the value of the consignment.
15. **The transporter shall have to make transit insurance for the declared value of the books from reputed insurance company for which the insurance charges shall be paid by the Trust. The insurance receipts shall be deposited to the Trust.**
16. The books to be transported are exempt from levy of GST etc..
17. The consignment must be delivered within a maximum period of 09 days after being handed over by the Trust. If it is a full truck load, otherwise with 15 days for Maharashtra, Goa, Gujarat, U.T. Of Dadra Nagar Haveli, New Delhi. The Trust shall have the right to make an alternative arrangement at the cost and risk of the original transporter. Besides a penalty of Rs. 1000/- per day for the period of delay shall be imposed.
18. The Trust shall make the payment at its Mumbai office after the books are delivered in good and intact condition to the satisfaction of the Trust on production of **Dharam Kanta receipt and acknowledgement of consignment duly signed and stamped by the consignee. In case of non-submission of Dharam Kanta receipt from transporters, weight record sheet provided by NBT office will be considered final.**
19. Rates quoted for transportation by the Transporter shall be **inclusive of loading, unloading at NBT godowns and door delivery.**
20. The Trust may free to accept or reject any quotation, and to withdraw the whole tendering process or to reject all bids at any time prior to award of the contract and without incurring any liability to the affected Tenderers.
21. Income Tax at source as applicable shall be deducted by the Trust as per the norms of Government of India
22. The Tenderer must mention the permanent Account Number (PAN) , Service Tax Registration No, and other credentials.
23. All unresolved disputes shall be subject to the jurisdiction of Mumbai Courts only.

OFFICER-IN-CHARGE

NOTICE FOR OPEN TENDER

F.No.

Date ;

Sub : Tender for Transportation of books from NBT Godown at CWC Bldg, (M.S. Jetha Bldg.) Plot No. G-125-129, 1st Floor, Rey road, Mumbai- 400033

Dear Sir,

National Book Trust, India an autonomous organization of Ministry of HRD , Govt. of India intends to transport its published books from its godown at CWC Bldg. M.S. Jetha, Plot No. G-125-129, 1st Floor, Rey road, Mumbai – 400033 to Maharashtra, Goa, Gujarat, Delhi on order to order basis throughout the year.

Sealed tender are invited from reputed transporter to quote lowest/competitive rates in the prescribed (Annexure-II) for transportation of books from NBT godown, Rey road, Mumbai to Maharashtra, Goa, Gujarat, U.T. of Dadra Nagar Haveli, Delhi including loading/unloading and obtaining acknowledgements. Please note that contract will be given for one side transportation of books. Separate insurance shall be made for the declared value of the consignment as per para 16 of terms and conditions annexure I.

Based on the quotations received from the bidders, the Trust would fix the transportation rates of various states/destination and would be circulated to all the bidders for their acceptance. On receipt of the acceptance from the transporters, the Trust would finalize a list of empanelled transporters who would be assigned the job of transportation on order to order to basis.

The terms and conditions may be seen at Annexure-I.

Sealed quotation may be submitted to Officer-in-Charge, NBT, Ravindra Natya Mandir, 1st floor, Prabhadevi, Mumbai till 1.00 pm on 05 February 2019 and the Tender shall be opened at 03.00 p.m. on 05 March 2019.

Pre bid meeting Date 21.02.19 Time 11.00 a.m.

Bid sell start date 15.02.2019 Time 11.00 a.m.

Last date for Bid submission Date 05 March 2019 Time 1.00 p.m.

Bid opening date 05 March 2019 Time 3.00 p.m.

Thanking you,

Yours faithfully,

OFFICER-IN-CHARGE

Encl : Annexure-I(Terms & Conditions)

Annexure-II (Tender Form)

TENDER FORM

ANNEXURE II

Tender for transportation of books from its godown at CWC Bldg. M.S. Jetha,
Plot No. G-125-129, 1st Floor, Rey road, Mumbai – 400033

Sr No	Destination	Freight rate for transportation of books including loading and unloading, door delivery per kg . basis	GST
1..	Dadra and Nager Haveli		
2.	Daman and Diu		
3.	Delhi,NBT		
4.	Goa		
5.	Gujarat		
6.	Maharashtra		

The consignment is to be transported directly from NBT ,Central Warehouse Corporation, M.S. Jetha, Near Blind School, Cottangreen(E) , Nr Rey Road Rly Station, Mumbai – 400033 to to Maharashtra, Goa,

Gujarat, U.T. of Dadra Nagar Haveli, Daman, Diu, Delhi on order to order basis throughout the year as per the terms and conditions of annexure-I

I/We hereby agree to abide by the terms and conditions stipulated in Annexure I.

Date :

Signature

Name & Designation of authorized signatory

PAN

Place

GST No..

Seal/Stamp of the Firm