



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंत कुंज नई दिल्ली-110070

F. No. Admn./NBT/2014/Kota Stone/NBT premises

14th July 2014

Subject: Inviting tender for repair of exterior area in NBT Campus:

Sir

National Book Trust, India, an autonomous organization of the Government of India, Ministry of Human Resource Development, invites sealed quotations for replacing each broken Kota stone slab, fixing new slabs at hollow spots and fastening of stone slabs with two stainless steel nuts and bolts in select portion of exterior wall of its headquarters office building at Vasant Kunj, New Delhi.

Sealed bids complete in all respects addressed to Director, National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 should reach this office latest by 2.00 p.m. on **18th July 2014**. The bids shall be opened at 02:30 pm on the same day in the presence of the Tenderers or their authorized representatives (only one) for each.

A copy of the Tender Document containing the terms and conditions is enclosed for reference.

Yours faithfully,

(Mayank Surolia)
Assistant Director (Admn.)

Encl: as above



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TERMS AND CONDITIONS OF THE TENDER FOR METAL FASTNERS, REPLACING AND REPAIR OF SOME EXTERIOR WALL OF NBT HEADQUARTERS OFFICE BUILDING AT VASANT KUNJ, NEW DELHI

TERMS AND CONDITIONS

1. If the cover of the Tender is not sealed and marked, NBT will assume no responsibility for misplacement or premature opening of the bid.
2. Sealed bids superscribed " Tender for fixing of Kota stone with Galvanized fasteners on the exterior of entire in NBT complex", and addressed to the Director, National Book Trust, India, shall be accepted in the office of National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 till 2.00 p.m. on **18/07/2014** and shall be opened at 02.30 pm. on the same day. Tenderers or their authorized representatives (*only one each*) may, if they so desire, be present during the opening of the Tenders
3. Any extra item of work, required at site, will be executed with prior approval of the Competent Authority at approved rate.
4. The contractor would be responsible for removal and disposal of the debris and waste arising out of the work at his own cost.
5. Any damage done by the contractor or his labour to the existing structure/fittings/fixtures shall have to be made good by the contractor, at his own cost.
6. Water and electricity will be made available free of cost and contractor will have to arrange further piping/cabling from the nearest point of water & Electricity. The Contractor will be responsible to bring his own material, tools, working aids etc. NBT will not provide any of these articles.
7. Certified/Attested copy of the PAN Card must be submitted alongwith the Tender: Bidder should be registered with Sales Tax/VAT Department; copy of certificate must be attached with bid.
8. Bidders to give an undertaking that they have not been blacklisted by any Govt. Department and that no Criminal case/Complaint is pending against them anywhere in India may be attached with bid.
9. The firm will quote the rates inclusive of all taxes as per the list in the Tender Proforma in Annexure-I only. No delivery charges will be admissible.
10. The Tenderers should fill the rates both in figures as well as in words. The Tender form should be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted. Corrections, if any, should be attested by the Tenderer with his initials.

11. If there is a discrepancy in rates between figures and words, the amount in words will prevail.
12. Tenderers shall be required to deposit Rs.3,000/- as Earnest Money Deposit (refundable) in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at **Delhi**. Tenders not accompanied by the requisite Earnest Money will be rejected summarily.
13. The Tenderers, in their own interest, are advised to visit the NBT office and assess the quantum of work before submitting Tenders between 10.00 a.m. to 3.00 p.m. on any working day during **8th July to 17th July 2014**. The estimated area to be covered is 161.36 sq. meters.
14. NBT will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether they are generally in order.
15. A Tender determined as not substantially responsive will be rejected by NBT and can not subsequently be made responsive by the Tenderer by rectifying the non-conformity.
16. NBT may waive off 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 NBT in this regard will be final and binding.
17. NBT will award the job 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 competent to execute the job satisfactorily. NBT shall however not bind itself to accept the lowest or any Tender, wholly or in part.
18. Before award of the contract the successful Tenderer will be required to deposit as Security (refundable) a sum equal to 5% of the value of the contract, after adjustment of Earnest Money Deposit in the form of a Demand Draft drawn in favour of National Book Trust, India, payable at Delhi. The Security Money deposited by the successful Tenderer will be retained till completion of the job and would be refunded at the time of full and final settlement of bill. "If the contractor does not remit the Security amount within the stipulated time in the order, necessary interest @18% p.a. on Security amount will be levied for the delayed remittance from due date of remittance to date of realization/remittance of money.
19. Bidder should be a reputed dealer/firm engaged in the trade of civil work including fixing of stones and miscellaneous item to Govt. Departments/PSUs/Reputed Private companies.
20. Bidder should have minimum experience of atleast 2 years in the field as mentioned above.
21. The selected bidder will have to complete the work within one month from the date of work order. In case of delay in completion, a penalty @Rs.100/- per day will be levied.
22. Income Tax as applicable will be deducted at source under the rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Annexure-I**, without which the Tender is liable to be rejected.
23. NBT reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the ground of NBT's action. The decision of NBT in this regard will be final and binding.

24. NBT and the contractor will make every effort to resolve amicably by direct informal negotiations any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subject to the jurisdiction of Delhi courts only.

25. Validity of the bid

The rates submitted by the Tenderers will be valid for a minimum period of one year computed from the date of opening of the bids.

26. Material to be used must be of approved brands as under:

DESCRIPTION	BRANDS
1. Cement and grouts	Roff, ACC, L&T, Ultratech
2. Stone	Red Kota Stone (Full finished and one side Polish) of 3 cm. thickness
3. Nuts and bolts fasteners, Galvanized 1st Grade Quality	Two Fasteners of reputed brands like Nexo India Fastener, Hilti , Canco etc. with M12 & 12 mm dia in on estimated area of 161.36 sq. mtrs. for each slab of stone.

The Tenderer must specify the brand names to be used while quoting the rates in Annexure-I.



Annexure-I

राष्ट्रीय पुस्तक न्यास, भारत
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वसंत कुंज नई दिल्ली-110070

Tender for fixing of Kota stone with Galvanized fasteners, and repair of exterior area of the National Book Trust office building at Vasant Kunj, New Delhi.

Name & Address of the Bidder : _____

Telephone Number : _____

Details of EMD : Bank Draft/Pay order No. _____

Dated _____ Rs.3000/-

Drawn on _____

S.No.	Material	Rate
1.	Stone including fixing & fastening with two Nuts & Bolts each with required & material & Labour (all inclusive)	
2.	Nut & Bolt Galvanized fasteners (M12, 12 mm) – With fixing charges, material & labour (all inclusive)	

I/we have gone through the terms and conditions given in the Bid Document and agree with the same. I/we understand that in the event of non-compliance with the terms and conditions my/our EMD/Security Deposit will be forfeited by National Book Trust, India.

(Signature of Bidder with stamp)

To,
The Director
National Book Trust, India
Nehru Bhawan,
5, Institutional Area, Phase-II
Vasant Kunj
New Delhi-110070