



राष्ट्रीय पुस्तक न्यास, भारत NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,

वसंत कुंज नई दिल्ली-110070

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj,

New Delhi-110 070

Phone No.011-26707700, Fax No.011-26121883

Email: office.nbt@nic.in

Website: w.w.w.nbtindia.gov.in

TENDER NOTICE

National Book Trust, India (NBT), Ministry of Human Resource Development, Government of India invites sealed Tenders for fabrication of the bodies of its five Exhibition Vans on TATA Chassis from reputed fabricators in the prescribed Tender Form .

Tender Form can be obtained from the Assistant Director (Admn.), National Book Trust, India, Nehru Bhwan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 on any working day till 4 P.M. between **25.7.2014 to 18.8.2014** against payment of Rs.1000/- in cash/ Demand Draft or the tender documents can be downloaded from NBT website www.nbtindia.gov.in. In such a case, the Tender fee may be remitted through bank draft/banker's cheque 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.

The Chassis/Specimen of the Exhibition vans can be inspected at NBT Head office 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 between 10.00 a.m. to 3.00 p.m. from **25.7.2014 to 13.8.2014**.

Sale of Tender document : From date of release of advertisement **25.7.2014 to 18.8.2014 (upto 4.00 p.m.)**

Cost of Tender document : Rs.1000/-

Earnest Money Deposit : Rs.50,000/-

Date of Presentation : 14.8.2014 at 11.00 a.m.

Last date of receipt : 18.8.2014 upto 5.00 P.M.

Date of opening of tender : 19.8.2014 – 11.30 A.M.(technical bid)

: 26.8..2014 – 2.00 P.M (financial bid)

Director, NBT reserves the right to accept/reject any or all the bids without assigning any reason whatsoever.



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NATIONAL BOOK TRUST, INDIA
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वसंत कुंज नई दिल्ली-110070

Terms and Conditions of the Tender for fabrication of bodies of five TATA bare chassis

1. The firm should be in existence for the last 5 years.

2. Two Bid System Tender

Separate Technical and Financial Bids duly sealed in separate envelopes and superscribed as

“Tender for Fabrication of the bodies of Exhibition Vans - Technical Bid’ and

“Tender for Fabrication of the bodies of Exhibition Vans – Financial Bids”

Both the envelopes placed in one large cover superscribed “Tender for fabrication of Bodies” shall be accepted in the office of National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 upto 5.00 p.m. on **19.8.2014** and the Technical Bids shall be opened at 11.30 a.m. on **20.8.2014**. Tenderers or their authorized representatives may, if they so desire, be present during the opening of the Technical Bids.

3. If the cover of the Tender is not sealed and superscribed as above, the NBT will assume no responsibility for the tender’s misplacement or premature opening.
4. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of preparation for the purposes of clarification on the Tender, if so desired by NBT. NBT in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
5. The Tenderer should clarify whether the individual signing the Tender or other documents in connection with the tender signs as:
 - 5.1 A “sole proprietor” of the firm or constituted attorney of such sole proprietorship, or
 - 5.2 A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration of disputes concerning the business of the partnership either by virtue of the partnership deed or a power of attorney. Alternatively, the Tender should be signed by all the partners, or
 - 5.3 Constituted Attorney if it is a company.
6. Certified/attested copies of the following documents must be submitted:
 - a) Copy of Income Tax Returns for the last three years.
 - b) Copy of Registration Certificate
 - c) Copy of Service Tax registration

7. 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. Corrections, if any, should be attested by the Tenderer with his full signature. The rates quoted will be inclusive of all taxes etc. and quoted for single unit. The successful tenderer shall note that the rates quoted should be kept valid till completion of the job.
8. The chassis shall be picked and fabricated vehicles will be delivered at the premises of NBT by the fabricator.
9. If any defect develops in the body, the fabricator hereby agrees to repair and recondition such body at the cost of fabricator to the satisfaction of the Trust within a reasonable time failing which the Trust is entitled to have the necessary repairs or alterations done and recover the cost thereof from the fabricator payable bills or security deposit and also to such damages as may accrue to the Trust on that behalf.
10. The fabricator shall be liable for any damage which occurs to the chassis including engine, tyres and other fittings belonging to the Trust while they are in the custody of the fabricator.
11. The Trust has the right to modify the order or cancel the Work Order due to contravention of the conditions of agreement at any time without assigning any reason whatsoever. The fabricator shall not claim any damages for such cancellation or modification of Work Order. The Trust reserves the right to ask for certain fitments without any additional costs. The Trust has the right to modify the Work Order in relation to design, quality of material used or any other particulars and in such case the Fabricator should abide by the change and the Trust shall have the right to deduct the amount which may have been saved consequent to the modifications made in the Specifications.
12. The Trust reserves it's right to withdraw Chassis from the fabricator whether unfabricated/partly fabricated duly cancelling the work order and allot the same to the other fabricator if Trust is of the opinion that the fabricator is unduly delaying the work without any cogent reasons and the difference in cost if any will be recovered from the defaulted fabricator and the fabricator will be blacklisted.
13. In case of partly fabricated Mobile Van, the payment will be made by the Trust as per its assessment of the cost after fabrication. The decision of Trust regarding the delay on the part of fabricator and also about the cost of the work carried over by the fabricator shall be final and binding on the fabricator.
14. If there is a discrepancy in rates between figures and works, the amount in words will prevail.
15. Comprehensive Maintenance Gurantee for 5 years should be provided.
16. Tenderers shall be required to deposit 1 Lakh as Earnest Money (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 shall be rejected summarily.

17. When deemed necessary, NBT may seek clarification on any aspect from the Tenderers. However, that would not entitle any Tenderer to change or cause any change in the rates quoted. All expenses for preparation of documents and meetings, if any, will be borne by the Tenderer.
18. Each Tender must be accompanied by documentary evidence of the Tenderer being a registered/approved government fabricator and of his having undertaken work of a similar nature. In the absence of documentary evidence, chassis models & specimen of Exhibition Vans the Tender will be rejected.
19. The Tenderers, in their own interest, are advised to inspect the chassis models and specimen of Exhibition Vans to assess the scope of work before submitting Tenders between 10.00 a.m. to 3.00 p.m. from **25.7.2014 to 13.08.2014**.
20. 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. A Tender determined as not substantially responsive will be rejected by NBT and may not subsequently be made responsive by the Tenderer by rectifying the non-conformity. Incomplete Tenders are liable to be rejected.
21. Representatives of NBT will inspect progress during fabrication and will reject any accessories or items which are found to be unsatisfactory for any reason whatsoever during fabrication as well as three months after completion of the fabrication.
22. 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 competent to execute the job satisfactorily. NBT shall however not bind itself to accept the lowest or any Tender, wholly or in part.
23. It will be mandatory for all the bidders to give presentation on the type of bodies they visualize to fabricate on the three models of chassis. Presentation will carry a score of 80 of 100 points and will be held at 11.00 a.m. on **14.8.2014**.
24. NBT will make a list of technically qualified bidders and the financial bids of only those bidders will be opened who score atleast 80% points in Technical evaluation.
25. Before award of the contract the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal to 10% 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 satisfactory execution of the job and would be refunded at the time of full and final settlement of bill(s). If the fabricator does not remit the PSD amount within the stipulated time in the order, necessary interest @18% p.a. on PSD amount will be levied for the delayed remittance from due date of remittance to date of realization/remittance of money.
26. Security money shall, however, be liable to be forfeited if the contractor fails to execute the job satisfactorily as per the requirements/schedule/specifications laid down by NBT. If the successful bidder backs out after award of the contract, Earnest Money Deposit will be forfeited.

27. Income Tax as applicable shall be deducted at source. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be mentioned in Annexure-I**, without which the Tender is liable to be rejected.
28. NBT reserves the right to accept or reject any Tender, and to annul the whole Tendering 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 would be final and binding.
29. NBT is not bound to accept the lowest rates quoted by any Tenderer and reserves the right to accept the whole or any part of the Tender at the rates quoted.
30. NBT and the fabricator shall 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.
31. The work of fabrication shall have to be executed within 60 days from the date of award. Failure to adhere to the time schedule will result in imposition of penalty @Rs.2000/- per chassis per day plus interest @3% p.m. on chassis price for the number of days of delay, apart from forfeiture of the Security Deposit as stipulated under clause 26 unless special written permission for extension of time is granted by the NBT. If deemed necessary, the contractor may also be blacklisted for future.
32. 90% of the payment will be made on completion of fabrication and registration on the basis of satisfactory report from an approved committee and the balance 10% amount three months after obtaining satisfactory functioning report from a Committee constituted by NBT.
33. The workshop should be spread in an area of at least 5000 sq.ft.
34. The workshop should be equipped with Shower Testing Bay to check water proofing.
35. The workshop should have in-house machine shop with shearing & bending machines.
36. The workshop should have a separate covered area for painting.
37. **VALIDITY OF BID**
The bids submitted by the Tenderers shall be valid for a minimum period of 240 days computed from the date of opening of the bids.
38. The successful bidder will have to furnish a Bond for each chassis undertaking to indemnify NBT to fullest extent for any loss or damage to the chassis during his custody for any reason what so ever.

Essential Requirements:

Requirement for Technical Bids

1. **Annual Turnover:** The Bidder must have a turnover of atleast Rs.3.00 crore during the three preceding financial years. For this, audited Accounts for these years should be submitted as documentary evidence.

2. Documentation

The bidder shall furnish, as part of his tender bid, documents establishing the bidder's eligibility to participate in the tender and his competence to execute the job.

3. Earnest Money Deposit

Bidder must submit Earnest Money Deposit (EMD) of Rs.50,000/- (fifty Thousand only/- in the form of a Demand Draft in favour of National Book Trust, India,

4. Rates Quoted

The bidders should quote rates only in the form prescribed in Annexure- IV

5. Preliminary Scrutiny

NBT, India will scrutinize bids to determine whether they are complete, whether any errors have been made in the technical bids, whether required technical documentation has been done, whether the documents have been properly signed, and whether rates are quoted in the prescribed schedule. NBT may, at its discretion waive off any minor nonconformity or infirmity. This shall be binding on all the bidders and decision of NBT in this regard will be final.

6. Clarification on Bids

To assist in the scrutiny, evaluation and comparison of bids, NBT, India may, at its discretion, ask some or all the bidders for clarification on their bids. The request for such clarifications and the response will necessarily be in writing.

7. Presentation:-

It will be mandatory for all the bidders to give presentation on the type of bodies they visualize to fabricate on three models of chassis. Presentation will carry a score of 80 out of 100 points.

8. Technical inspection and Performance Evaluation

NBT, reserves the right to carry out a technical inspection and performance evaluation (benchmarking) of the bids submitted by short listed bidders. This may also include site visit of the current engagements of the bidders.

9. Verification

NBT reserves the right to verify any or all statements made by the vendor in the tender document and to inspect the vendor's facilities, if necessary, to assess vendor's capacity to execute the job.

10. No Commitment to Accept Lowest or Any Tender

NBT, India shall be under no obligation to accept the lowest or any other bids and shall be entitled to reject any or all bids including those received late or incomplete bids without assigning any reason whatsoever.

11. Shortlisting of Bidders

NBT, India will make a list of technically qualified bidders and the financial bids of only those bidders will be opened who score at least 80% points in Technical evaluation.

12. Legal Jurisdiction

The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all the obligations hereunder shall be deemed to be located at the NCT of Delhi and the Courts within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

13. Income Tax will be deducted at source as per rules.

Envelope I (Technical bid):

The technical bid should be complete in all respects and contain all information asked for, except prices. The prescribed format for submission of technical bid is as follows:

- Index
- Covering letter as per Annexure I
- EMD in the form of an Account payee Demand Draft in favour of National Book Trust, India, for the amount mentioned in the tender document.
- The Company profile as per Annexure- II
- Experience/Details of operation at present in the last 5 years as per Annexure- III
- Technical bid with specifications as given in Annexure -IV complete with all the columns filled in. This table should not contain any price information.
- Technical Documentation, if any.

Envelope II (Financial Bid)

- The Financial Bid should give all relevant price information as per Annexure IV. The Bid Form must be filled in completely, without any errors, erasures or alterations. The Financial Bid must not contradict the technical bid in any manner

Essential Features for Fabrication of the body of five Exhibition Vans

1. The van should contain a minimum of three rows of display cum storage compartments for different sizes of books.
2. There should be arrangement for heat insulation in the ceiling, optimum 16 + 10 lighting, 10 fans for convenience of the readers and visitors.
3. A branded petrol operated (self start) Generator set has to be provided alongwith a separate space outside the floor of each van for generating power for illuminating the interior and exterior both in running and stationary positions.

4. The body structure should be of 18 gauge shock resistant, water proof, rust-proof metal sheet and should have minimum vibrations.
5. There should be provision for one side sliding door for driver and helper and one saloon door between the Driver cabin and the rear display area with a window convertible into a cash counter. Two leaf back doors should also be provided.
6. The exterior of the body should be made with such aesthetic combination of glass and metal panelling using attractive colours, that a large number of books are visible from the normal standing height and there should not be any water leakage/seepage. Glasses to be used should be of 3 feet width and 4 feet height subject to variation according to the size of chassis.
7. The fabricator will be responsible for getting the registration of vans with the Delhi Transport Authority as per the latest registration rules. All the Fees paid by the firm to Transport Department would be reimbursable in full by NBT.
8. The driver's cabin should be provided with a small temple, three folding cushioned sleeping berths, lights, fan, music system, mobile DC charger, a safe, a large first aid box and a small size fire extinguisher. One big fire extinguisher should also be provided in the book display area at the back. One convex type rear view mirror of suitable size with universal adjustable arrangement should also be provided. Engine bonnet should be insulated with 12 mm thick 'U' foam. The exterior of the bonnet shall be provided with padded up holster lined with suitable Rexine & Velvet cover. The exterior of the bonnet shall be provided with padded up holster lined with suitable Rexine & Velvet cover.
9. Space should be provided under the chassis for a tool box, one spare wheel, luggage and stock of books in addition to accommodating big Generator Set as mentioned in Sl. No. 3 above.
10. The body mounting, under-frame structure, flooring, windows, doors, paneling, partition, compartments, electrical installations, fittings, accessories etc. should be of reputed/reowned brands only. The brands of the above products to be used must be specified.

Complete details of specifications of Exhibition Vans:

CONSTRUCTION: The Structure will be on welded construction. There should not be any joint in the body pillars and roof sticks. All joints shall be uniformly welded and the joint between pillars and cross bearers by double run. All structure hardware shall be of high tensiled and plated for corrosion protection. There should be provision of roof top fixed type luggage carrier made of "I" square pipe of 16-G thickness with fixed ladder in the van. To ensure cleanliness, there should be gap between the carrier and roof surface.

BODY MOUNTING/UNDER FRAME: The cross bearers M.S. Channel 4"x2" shall be fastened - to the chassis longitudinal by means of high tensiled 'U' bolts of at least 16 mm dia. A suitable size of 6 mm thick MS Plate shall be welded to the cross bearer and drilled holes

to hold. Hard synthetic rubber packing must be placed between chassis and cross bearer to avoid chattering. The fastening shall be done by means of lock nuts only.

STRUCTURE: Tubular structure of 12 G 50x50 MS Square tube reinforced with the base frame.

Body Width - 8' - 4" and 7' - 8"
Interior height - 6' - 3"

FLOOR: The entire flooring shall be overlaid with 3 mm aluminum strewed to be framed by means of counter head screws. Tropi plate for gear box etc. shall be provided as per standard practice for attending gear box repair without any difficulty. To ensure evenness and smooth movement, the flooring should be covered with good quality Venyl.

WINDOWS: Side windows will have wider plain and toughened fixed glasses in rubber glazing for full view of books on display. The glasses to be used should be of 3' width and 4' height subject to variation according to the size of chasis

DOORS: The saloon door will be hinged type having one window of suitable size with fixed type toughened plain glass. Provision shall be made for robust slam lock, dovetails. The edges of all the doors shall be provided with sponge rubber string, and body dust excluder shall be fixed on the edges. Driver's sliding door at front end of the body shall be located on the right hand side of the driver's cabin, fitted with sliding type of window glass, the width of the door shall be of not less than 36". The doors shall be hinged at front and all doors handles shall be of sunken type, so as not to protrude outside the body panel, locks of doors shall be spring loaded slam type with two stage stricken type. There will be two leaf rear doors. The door will be fitted with plain and toughened glasses.

FITTINGS & ACCESSORIES: Engine bonnet should be insulated with 12 mm thick 'U' foam.

PANELLING: The exterior roof and sides shall be panelled with 1.2 mm thick aluminium sheets. Water gutter section shall be provided at the cant rail level to direct rain water. The interior paneling will be provided to cover the complete inner side of roof wall back bulk head partitions with Japanese plastic coated steel sheet of select shade. The body should be completely leak and rust proof.

PARTITION : There shall be full partition behind the driver's seat. Partition will have a door opening in rear compartment.

DRIVER COMPARTMENT:

The driver's cabin should be provided with a small temple, three folding cushioned sleeping berths, lights, fan, music system, mobile DC charger, a safe, a large first aid box and a small size fire extinguisher. One big fire extinguisher should also be provided in the book display area at the back. One convex type rear view mirror of suitable size with universal adjustable arrangement should also be provided. Engine bonnet should be insulated with 12 mm thick 'U' foam. The exterior of the bonnet shall be provided with padded up holster lined with suitable Rexine & Velvet cover. The exterior of the bonnet shall be provided with padded up holster lined with suitable Rexine & Velvet cover.

REAR COMPARTMENT: There will be atleast three rows of books shelves. At the middle row, near the rear door space, an arrangement for fitting up video set projector should be provided. The rows will have book storage compartments at the floor with pull up shutters. Above that, there will be four shelves of metal sheet for display of books. At the back end of back two boxes of 2 ½ feet height with cushion should be provided on the two sides.

ELECTRICIALS: Rear compartment should have 16 nos. of tube lights (8 nos. of 2 ft. and 8 nos. of 4 ft. length) or zigzag lights with equal wattage 4 nos. focus lights on sides and 10 fans of reputed brand. Main switch circuit brackets will be provided at the dash board for operation.

GENERATOR: One petrol operated Generator Set (self start) of reputed brand should be provided for A.C. control at appropriate space.

One suitable size of convex type rear view mirror with universal adjustable arrangement shall be provided. Top quality first aid box made of galvanized sheet shall be suitably located inside the driver's cabin as per standard practice. One acid type fire extinguisher in driver's cabin shall be provided with suitable brackets at suitable locations.

Good quality bumpers on front and back side of each Van will be provided.

Provision for folding stairs near the back door of each Van should be made.

Provision of two additional front pattas (leaf Springs) and two rear pattas (leaf springs) in each Van alongwith necessary accessories should be made.

Stipney spanners of suitable size should be provided for each van.

PAINTING: Exterior & Interior shall be painted in Nitro Cellulose (Cobra) paints of attractive and catchy shades with at least four coats of spray as per design and colouring scheme. Before painting, proper surface treatment must be carried out as per the standard practice. Each bidder must communicate the idea conceived for designing and painting the exterior, with "books and book – reading" as the theme through a presentation.

Annexure I

Tender Application Form

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

Subject: Submission of Tender for Fabrication of the bodies of five Exhibition Vans of National Book Trust, India

Sir,

With reference to the above tender, having read and understood the instructions, terms and conditions forming part of the tender, we hereby enclose our bid for the fabrication of five Exhibition Vans of National Book Trust, India, as per the terms and conditions.

We undertake that we have never been black listed by any institute/ agency. We further confirm that the offer is in conformity with the terms and conditions as mentioned in the Tender. We also understand that the NBT is not bound to accept the offer either in part or in full and that the NBT has a right to reject the bid in full or in part without assigning any reasons whatsoever.

A Demand Draft No. _____ dated _____ drawn on _____ for the prescribed amount of Rs.50,000/- (Rupees fifty thousand only) in favour of National Book Trust, India, payable at New Delhi is enclosed as Earnest Money. We fully understand that in the event of our tender being accepted NBT will adjust this Earnest Money as Security Deposit payable by us for satisfactory execution of the job of fabrication.

We further undertake to abide by all the terms and conditions of the Tender.

Our Pan is. _____ and Service tax no is. _____.

Thanking you,

Yours faithfully,

Signature with stamp
& full Address

Date:

Place:

Company Profile

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S.No.	Item	Details
1.	Name of Firm/Fabricator	
2.	Owner/Partner	
3.	Mailing Address	
4.	Telephone and Fax Numbers	
5.	Year of commencement of Business	
6.	Name & Designation of the key person authorized to deal with National Book Trust, India	
7.	Contact details of the key person	
8.	Aggregate billing in 2011-2012 Aggregate billing in 2012-2013 Aggregate billing in 2013-2014 (must not be less than Rs.3.0 crore in any year)	
9.	PAN	
10.	Details of registration with appropriate Labour Commissioner	
11.	Manpower Details	
12.	Service Tax Registration Number	

Signature (Name and Designation)
With Stamp

Date:
Place

Annexure III

Experience/Details of operation at present and in the last 5 years

Name of the Firm/Fabricator _____

S.No.	Names of Important Clients	Period of Contract	Details (including name, email, phone and fax. No. and address)	Value of the Contract	Remarks
1.					
2.					
3.					

Signature (Name and Designation)

With stamp

Date:

Place:



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NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,

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Annexure-V

Technical Bid

Subject: Fabrication of five Mobile Exhibitions Vans:

S.No.	Criteria	Maximum points	Points scored	Remarks
1.	Turnover	10		
2.	Manpower	10		
3.	Presentation	80		
	Total			

Members of the NBT approved Committee:



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वसंत कुंज नई दिल्ली-110070

Annexure-IV

Financial Bid

Subject: Submission of Tender for fabrication of five Mobile Exhibition Vans:

After a careful reading of the terms and conditions of the above Tender, we quote our rates as under:

S.No.	Chassis Model	No. of Chassis	Rate of fabrication per chassis including all taxes (Rupees)	Remarks
1.	TATA LPO 1613 CNG BSIV 5.7SGI OBDII (CANOPY)	1		
2.	TATA LPO 1512 TC/55 (Diesel)	2		
3.	TATA LP 1512 TC/42 BS-III (New Recipe) G-600 (Diesel)	2		

Authorized Signatory

Name & Designation: _____

with stamp

Date:

Place