

NOTICE FOR OPEN TENDER**NATIONAL BOOK TRUST, INDIA****(An Autonomous Body Under Ministry of Human Resource Development)
"Nehru Bhawan", 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070****Telephone : 011-26707700, Fax : 011-26121883****Website : www.nbtindia.gov.in, E-mail : office.nbt@nic.in**

No.SS/Packing Material/2020-21/03

Date: - 18-5-2020
18 May 2020**Limited Tender for supply of packing materials to National Book Trust, India, New Delhi**

National Book Trust, India, an autonomous organization under Ministry of Human Resource Development, Govt. of India, invites sealed tender from all eligible and reputed bidders for supply of packing materials (Plastic Panni, Plastic strip roll, Permanent marker & Ink for marker pen) at Sales Store, Vasant Kunj, New Delhi-11007 & CWC, Sahibabad. The terms and conditions may be seen at Annexure – I.

Bidders are, therefore, requested to quote their lowest rates in prescribed Performa in the Tender form (Annexure-III) for each item. They are also requested to submit the samples for which rates are quoted.

Expected value of the tender up to Rs.20 lakh.

Sealed tenders along with samples may be sent to the Deputy Director (Sales Store) NBT, India at Vasant Kunj office, New Delhi till 02:00 PM on 30-06-2020 and the Tender shall be opened at 02:30 PM on 30-06-2020.



(Rakesh Kumar)
Deputy Director (Sales Store)

Encl: Annexure-I (Terms & Conditions)

Annexure –II (Technical Bid Format)

Annexure – III (Financial Bid Format)

Note: - Incomplete, unsigned, unstamped, not in prescribed format and without EMD tenders will summarily be rejected. NBT, India reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.



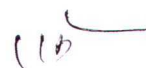
NATIONAL BOOK TRUST, INDIA
Nehru Bhawan
5, Institutional Area, Vasant Kunj Phase-II New Delhi
Telephone : 011-26707700, Fax : 011-26121883
Website : www.nbtindia.gov.in, E-mail : office.nbt@nic.in

Tender for Supply of Packing Materials to National Book Trust, India, New Delhi.

TERMS AND CONDITIONS

1. **Pre Qualification requirements:** This Tender is based on two bid system as per following terms and conditions.
2. **Technical Bid: –:** This shall form the basis of ascertaining the Technical and Financial credentials of the tenderer and also the suitability of the Firm. The technical bid will be evaluated in terms of **Annexure-II** of the Tender document. **The tenderers are advised to provide all supporting documents/ information to enable NBT to examine their bid, for qualifying for opening of financial bid.**
3. **Financial Bid :-** This shall consist of rate in annexure –III for Financial bid and the tenderers are advised to fill the rate only in the format specified (**Annexure III**) herein in accordance with the instructions and other relevant provisions mentioned in this tender document.
4. Both the bids should be sealed in two separate envelopes. The envelope containing Technical bid should be clearly marked “**TECHNICAL BID – supply of packing materials**” in bold capital letters. The envelope containing financial bid should be marked “**FINANCIAL BID – supply of packing materials**” in bold capital letters”.
5. Technical Bid. and Financial Bid should be put together in a single sealed envelope and duly superscribed as “**Tender supply of packing materials**”. Envelope containing the Tender to be addressed and sent to:
The Deputy Director (Sales Store), National Book Trust, India, “Nehru Bhawan”, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 to reach latest by 0200 PM on 30-06-2020.
Schedule of opening of Bids:
(i) Technical Bids- 0230 PM on 30-06-2020
(ii) Financial Bids- 0330 PM on 30-06-2020.
6. **Financial bids of only those bidders who successfully qualify in the technical bid will be opened on the same day as specified below. Bids not accompanied by required enclosures will be rejected without assigning any reason. However, the financial bid may be opened at later date in case it is not possible for the committee members to open the same due to any practical difficulties during evaluation of technical bids. However, changes in date and time will be intimated to all technically qualified bidders for their participation in the process.**

7. Tenders shall be opened on ³⁰⁻⁰⁶⁻²⁰²⁰~~30-06-2020~~ at 0230 PM in NBT Vasant Kunj Office, New Delhi. Tenderer or their authorized representative may like to be present at the time of opening of bids.
8. Tenderers shall be required to deposit Rs. 40,000/- (Rupees Forty Thousand only) as Earnest Money Deposit (refundable) in the form of Demand Draft drawn in favour of National Book Trust, India, Payable at Delhi/ New Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected.
9. The quotation must be duly marked and submitted in sealed envelope in the Tender box, the Trust will assume no responsibility for its misplacement or premature opening.
10. Incomplete quotations are liable to be rejected.
11. Rates should be quoted specifying whether they are including or excluding GST and other levies. **Rates quoted shall be valid for one year. However, contract may be extended for further one year on satisfactory performance of the Tenderer on same rate and same terms and conditions.**
12. 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.
13. If there is a difference in rates between words and figures, the amount in words will prevail.
14. 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.
15. The Trust shall award the contract to the Tenderer whose Tender has been determined to be substantially responsive and as the lowest evaluated bid, provided further that the Tenderer is determined to be qualified to perform the contract satisfactorily. The Trust shall however not bind itself to accept the lowest or any tender, wholly or in part.
16. **The successful Tenderer will be required to deposit Security Money (refundable) lump sum amounting to Rs.1,00,000 (Rupees One lakh only) in the form of Demand Draft, drawn in favour of National Book Trust, India payable at New Delhi.** The security money deposited by the successful tenderer will be retained by the Trust till the validity of the contract and shall be returned without any interest on expiry of the contract.
17. 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 to be delivered to NBT office, Vasant Kunj, New Delhi-70 and all cost of unloading will be borne by the contractor.
18. **Samples of all items for which rates are being quoted shall be deposited with the Trust along with the complete tender form. In absence of samples, tender will not be considered.** Judgment of the committee constituted for opening tenders about quality of item shall be final and no objection shall be raised by any tenderer against this judgment. Tenderer may see the sample of items from our Sales Store of the Trust before submitting quotation.
19. The Trust will be free to accept or reject any quotation, and to annul the whole tendering process or any part or to reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected Tenderers.



TECHNICAL BIDANNEXTURE-IIQUALIFYING CRITERIA FOR TECHNICAL BID

The bidder must fulfill the following qualifying criteria and submit the documentary evidence with the Technical bid, failing which Tender will be summarily rejected.

SL NO.	CRITERIA	QUALIFYING REQUIREMENT (With documentary evidences)	
(i)	Type of Firm	Proprietorship/ Partnership/Company /others (Attach relevant Documents.)	
(ii)	Profile of the Firm	Detailed information of the business to be provided.	
(iii)	Annual turn-over of the firm for the last three financial years. (Enclose Balance Sheet and Profit and Loss A/c of the last three completed financial years, duly audited by a Chartered Accountant. The Balance Sheet and Profit and Loss A/c should be duly signed, dated and stamped by the CA along with name and membership no of the Chartered Accountant who is certifying the above-mentioned financial statements)	Minimum Rs 15 lakh in each of the three financial years is mandatory.	
		Year	Annual Turnover In Rs. (Lakh)
		2016-17	
		2017-18	
		2018-19	
(iv)	Copy of Trade License	Valid on the date of tender opening. Copy should be enclosed, failing which the Tender will be rejected.	
(v)	Complete office address with Ph. No & official e-mail. ID, name of the authorized person to be contacted etc	Should be submitted on letter head of the firm.	
(vi)	EMD - Rs.40000.00 (Rupees Forty Thousand only)	Rs.40000/-in the form of DD drawn in favour of National book Trust, India, payable at Delhi/New Delhi should be enclosed.	
(vii)	Valid PAN Card No.	Certified copy of PAN card to be attached.	
(viii)	Valid GST No./ Copy of GST registration	Certified copy of registration to be attached.	
(ix)	GST Return copy -Year 2018-19 & 19-2020 (Upto Mar 2020)	Certified copy must be enclosed	
(x)	Income Tax Return (Year 2018-19)	Certified copy of the Return must be enclosed	

Date:

Signature

Name:

Seal of the Firm



Tender Form

No.SS/Packing Material/2020-21/03

Financial Bid Format

Annexure-III

National Book Trust, India

Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070

Requirement of Packing Materials for Central sales Store

Sl No	Item	Estimated Quantity (Yearly)	Size/ Specification	Rate (Rs.)	Any other Charges/ Taxes	Remarks
1	Polythene plastic Roll(Panni) 1.25 Mtr cut pcs Thickness 51-60 micron(as per NGT order attached)	6000 Kg	W-44" Super Quality			
2	Plastic Strip Roll (Thickness 12 cm)	8000 Kg	For Semi Automatic Machine (Printed National Book Trust, India)			
3	Permanent Marker pen	2000	Black, Blue and Red (Reynolds / Luxury/ Camlin)			
4	Ink for permanent Marker	50 ltrs	Blue & Black			
5	Plastic Rassi	1000 Kg				

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

Date:

Signature:

Name:

PAN:

GST No:

Place:

Seal/Stamp of the Firm:

Note: Quantity may vary as per requirement / orders may be placed in three/four installments in a year.