

## TENDER NOTICE

No. F-37-1/2019/Store

Date: 09.09.2019

**Sub : Tender for Transportation of books from NBT Godown at Nehru Bhawan 5, Institutional Area Phase II Vasant Kunj, New Delhi / CWC Godown Sahibabad /Ghaziabad to all India on door delivery basis.**

Madam/Sir,

National Book Trust, India (NBT), an autonomous organization of the Ministry of HRD, Govt. of India, having its Regional offices at Kolkata, Bangalore and Mumbai intends to transport its published books from its godown at Nehru Bhawan 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 /Sahibabad /Ghaziabad to its regional offices and to other destinations in various states all over the country on order to order basis throughout the year.

Sealed tenders are invited from reputed transporters to quote rates in the prescribed proforma (Annexure-III) for transportation of books from NBT(HQ) godown Vasant Kunj, New Delhi / Sahibabad /Ghaziabad to all India including loading/unloading and obtaining acknowledgements. Please note that the contract will be given for one side transportation of books. Based on the quotations received from the bidders, the NBT would fix the transportation rates of various states/destinations and would be circulated to all the bidders for their acceptance. On receipt of the acceptance from the transporters, NBT would finalise a list of empanelled transporters who would be assigned the job of transportation on order to order basis.

**The terms and conditions may be seen at Annexure – I.**

**Sealed Tenders as per terms & conditions may be submitted to Deputy Director (Store) NBT head quarter at Vasant Kunj office, New Delhi till 2 PM on 01/10/2019 and the Tenders shall be opened at 3.30 PM on 01/10/2019 .**

Yours faithfully,

(15)

**Rakesh Kumar**  
**Deputy Director (Store)**

Encl: Annexure-I (Terms & Conditions),  
Annexure-II (Technical Bid)  
Annexure-III (Financial Bid)  
Annexure - IV (Delivery Schedule)



**NATIONAL BOOK TRUST, INDIA  
NEHRU BHAWAN  
5, Institutional Area, Vasant Kunj – Phase-II, New Delhi**

**Quotation for Transportation of books from National Book Trust, India,  
5, Institutional Area, Vasant Kunj, Phase - II, New Delhi /Ghaziabad to all  
States of India.**

**TERMS AND CONDITIONS**

1. **Pre Qualification requirements:** This Tender is based on Two bid system. The Tenderer shall submit his/her bid in two separate envelopes marked "**Technical Bid – Transportation of Books**" and the second one marked "**Financial Bid – Transportation of Books**".
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 – Transportation of Books**" in bold capital letters. The envelope containing Financial bid should be marked "**FINANCIAL BID – Transportation of Books**" in bold capital letters".
5. Technical Bid. and Financial Bid should be put together in a single sealed envelope and duly superscribed as "**Tender for Transportation of Books**". Envelope containing the Tender to be addressed to:  
**Deputy Director (Sales Store), National Book Trust, India, "Nehru Bhawan", 5, Institutional Area, Phase-II ,Vasant Kunj, New Delhi-110070 to reach latest by 01/10/2019 upto 02 :00 Pm.**  
Schedule of opening of Bids:  
(i) Technical Bids- 3.30 PM on 01/10/2019.  
(ii) Financial Bids- 3.30 PM on 01/10/ 2019.
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.**



7. **Tenders shall be opened on 01/10/2019 at 3.30 PM in NBT Vasant Kunj Office, New Delhi. Tenderer or their 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. Based on the quotations received from the bidders, NBT would fix the transportation rates of various states/destinations and would be circulated to all the bidders for their acceptance. On respect of acceptance from the transporters, the NBT would finalize a list of empanelled transporters who would be assigned the job of transportation on order to order basis.
10. **The empanelled transporters will be required to deposit Security Money (refundable) lump sum amounting to Rs. 75,000 ( Rupees Seventy five Thousand) in the form of Demand Draft, drawn in favour of National Book Trust, India payable at New Delhi. 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. Amount of EMD of the successful bidders will be adjusted against the security deposit as per rule under GFR-2017.**
11. Security Deposit shall, 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 is required to be lifted by the Transporter from NBT Godown, Vasant Kunj, New Delhi-70 / CWC Godown Sahibabad/Ghaziabad and to be door delivered on all India basis as per the instructions given in the letter of dispatch.
12. If the cover of the quotation is not sealed and marked, NBT will assume no responsibility for its misplacement or premature opening and such quotations will be rejected.



13. Incomplete quotations are liable to be rejected.
14. Rates should be quoted specifying whether they are including or excluding GST 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.
15. 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.
16. If there is a difference in rates between words and figures, the amount in words will prevail.
17. When deemed necessary, NBT 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.
18. **Validity of contract will be for 03 (three) years. The contract may be further extended for another one year on the same rates & terms on mutual agreement and satisfactory performance of the transporters.**

NBT, India reserves the right to: -

19.1 Accept or reject any or all the bids or cancel/withdraw the invitation for bid without assigning any reason whatsoever, and in such case no bidder/intending bidders shall have any claim arising out of such action by NBT, India.

19.2 Reject conditional tenders, tenders containing absurd or unworkable rates and tenders which are incomplete and otherwise considered defective and tenders not in accordance with the tender conditions, during the tender evaluation process.

19.3 Accept/Reject any or all tenders fully or partly, reduce/ increase business volume and number of contractors, split the job award without assigning any reasons thereof.

19.4 Cancel/terminate the contract at any time during its currency without assigning any reasons whatsoever.



- 19.5 The Transporter will be responsible for safety of the books during transit, loading and unloading. Full value of books (MRP) in case of loss or damage, if any during transit/door delivery, shall be recovered from the Transporter. The value of books declared in GR shall be the value of the consignment.
20. The books to be transported are exempt from GST.
21. The consignment must be delivered as per the schedule mentioned in annexure "IV".  
**The transporter will have to pick up the consignment within a notice period of 24 hours. If transporter fails to do so, the consignment will be handed over to next empanelled transporter. On repeatedly failing to pick up the consignment on stipulated time, the transporter will be black listed.**  
**If Transporter fails to deliver the books within the stipulated time as mentioned in Annexure 'IV', the NBT shall have the right to make an alternative arrangement at the cost and risk of the original transporter. Besides a penalty of Rs. 2000/- per day for the period of delay shall be imposed.**
22. Consignments of 07 Tons and above will be considered as full truck load. **Tracking facility** - To be provided in specific cases. But regular feedback of consignments in transit and date of delivery of consignments at consignees' point should be provided to NBT, India's concerned official well in advance.
23. NBT shall make the payment at its Delhi Office after the books are delivered in good and intact condition to the satisfaction of NBT 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.**
- 23.1 **Payment Terms** : Normal payment terms are 45 days from the date of submission of bills with acknowledged delivery challan / supporting documents.
- 23.2 Bill to be submitted along with the receipted LR within 15 days at, NBT HQ, , New Delhi from the date of delivery of consignment to the consignee.
24. Rates quoted for transportation by the Transporter shall **be inclusive of loading, unloading at NBT godowns and door delivery.**

11/3



25. Goods once loaded on the trucks are to be completely taken care of during the whole transit period and must be covered with tarpaulin, rope etc. to prevent rain water, damage and look after from any damage / pilferage / loss / short delivery, wastage etc. till safe delivery to the destinations and obtaining CLEAN RECEIPT THEREOF.
26. NBT will be 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 without incurring any liability to the affected Tenderers whatever.
27. TDS at the applicable rate under section 194 C of the Income Tax Act shall be deducted by NBT.
28. The Tenderer must mention the Permanent Account Number (PAN), GST No. and other necessary credentials.
29. **Validity of Rates** .The rates quoted under this tender shall be valid for at least 90 days from the date of opening of the tender. In case National Book trust, India calls for negotiations, such negotiations shall not amount to cancellation or withdrawal of the original rates, which shall be binding, on the bidder. All expenses for attending such negotiations are to be borne by the bidder.
30. All unresolved disputes shall be subject to the jurisdiction of Delhi/New Delhi Courts only.

(15)

(Rakesh Kumar)  
Deputy Director (Store)



**TECHNICAL BID****ANNEXTURE-II****QUALIFYING 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)	<b>Annual turn-over of the firm in the last three financial years from business of operating goods transport vehicles.</b> (Enclose Balance Sheet and Profit and Loss A/c of the last three completed financial years, duly audited by a Chartered Accountant/ Published Annual Report. 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 25 lakh in each of the three financial years is mandatory.	
		<b>Year</b>	<b>Annual Turnover In Rs. (Lakh)</b>
		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)	<b>EMD - Rs.40000.00 ( Rupees Forty Thousand only)</b>	Rs40000/-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)	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



**Technical Bid**  
**Annexure-II**

**Qualifying Criteria (Check List)**

Annual turn-over of the firm in the last three financial years from business of operating goods Transport Vehicles	Annual Turnover:- (i) 2016-17 (ii) 2017-18 (iii) 2018-19 Enclose the annual audited Accounts to support the same	Minimum turn-over of Rs 25 lakh in each of the three financial years
Copy of Trade License (Valid on the date of tender opening)	License No. Date:- Issuing Authority:- Valid up to :-	Copy of trade license duly self certified should be attached.
Complete Office Address		
Ph. No Mobile no. Email Id. Name of the authorized contact Person :-		
EMD amount Rs. 40000.00 in the form of DD drawn in favour of National Book Trust India payable at Delhi/New Delhi .	DD No. _____ Date :- Name of Issuing Bank :- Branch :-	
Valid PAN Card	No. _____	
Valid GST No.	No. _____	
Copy of GST registration	Attached/Not attached	
GST Return copy (Year 2018-19)	Attached/Not attached	Full year GST Return is required.

Date:

Signature:

Name:

Seal of the Firm



### TENDER FORM ( Financial Bid)

### ANNEXURE III

Tender for transportation of books from NBT at Nehru Bhawan, 5, Institutional Area, Phase II Vasant Kunj, New Delhi-70/ Sahibabad /Ghaziabad to all India on Door Delivery basis.

SI No	Destination	Freight rate for transportation of books including loading/unloading, door delivery per kg etc. Any other charges or taxes if applicable			
		Full Track Load 07 Ton & above		Partial load Min.500 kg	
		Rate with Carrier Risk	Rate for owner risk	Rate with Carrier Risk	Rate for owner risk
1.	ERO, Kolkata Central Warehouse Corporation Panihati,24 Parganas(N) kolkata				
2.	SRO, Bangalore Central Warehouse Corporation CWC,APMC yard Yahwantpur- 560022				
3.	WRO, Mumbai Central Warehouse Corporation M S Jethe, near Blind School Cotton Green(E) NR Rey Road Rly Station Mumbai-400033				
4.	<u>Andaman and Nicobar Islands</u> (All districts)				



5.	<u>Andhra Pradesh</u> (All districts)				
6.	<u>Arunachal Pradesh</u> (All districts)				
7.	<u>Assam</u> (All districts)				
8.	<u>Bihar</u> (All districts)				
9.	<u>Chandigarh</u>				
10.	<u>Chhattisgarh</u> (All districts)				
11.	<u>Dadra and Nagar Haveli</u>				
12.	<u>Daman and Diu</u>				
13.	<u>Delhi</u> , NCR				
14.	<u>Goa</u> (All districts)				



15.	<u>Gujarat</u> (All districts)				
16.	<u>Haryana</u> (All districts)				
17.	<u>Himachal Pradesh</u> (All districts)				
18.	<u>Jammu and Kashmir</u> (All districts)				
19.	<u>Jharkhand</u> (All districts)				
20.	<u>Karnataka</u> (All districts)				
21.	<u>Kerala</u> (All districts)				
22.	<u>Lakshadweep</u>				
23.	<u>Madhya Pradesh</u> (All districts)				
24.	<u>Maharashtra</u> (All districts)				



25.	<u>Manipur</u> (All districts)				
26.	<u>Meghalaya</u> (All districts)				
27.	<u>Mizoram</u> (All districts)				
28.	<u>Nagaland</u> (All districts)				
29.	<u>Odisha</u> (All districts)				
30.	<u>Puducherry</u>				
31.	<u>Punjab</u> (All districts)				
32.	<u>Rajasthan</u> (All districts)				
33.	<u>Sikkim</u> (All districts)				
34.	<u>Tamil Nadu</u> (All districts)				



35.	<u>Telangana</u> (All districts)				
36.	<u>Tripura</u> (All districts)				
37.	<u>Uttar Pradesh</u> (All districts)				
38.	<u>Uttarakhand</u> (All districts)				
39.	<u>West Bengal</u> (All districts)				

The consignment is to be transported directly from NBT headquarter, Vasant kunj, New Delhi / Sahibabad /Ghaziabad to all India on door delivery basis as per the terms and conditions of annexure I.

No Loading and unloading charges will be allowed at the transshipment point. Material handling persons of transporters should be available at the time of loading to ensure proper placement of material on the truck to avoid any transit damages in the transshipment point. Any unloading charges, if required, to be paid by the transporters at the destination

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

Date:

Signature:

Name:

Place:

Seal/Stamp of the Firm:



### Consignment Delivery Schedule

### ANNEXURE IV

Sl No	Destination	Maximum period allowed excluding pick up & delivery date		Transporter's remarks if any.
		Full Track Load ( 07 tons & Above)	Partial load (min.500 Kg)	
1.	ERO, Kolkata Central Warehouse Corporation Panihati,24 Parganas(N) kolkata	5 Days	07 Days	
2.	SRO, Bangalore Central Warehouse Corporation CWC,APMC yard Yahwantpur-560022	06 Days	09 Days	
3.	WRO, Mumbai Central Warehouse Corporation M S Jethe, near Blind School Cotton Green(E) NR Rey Road Rly Station Mumbai-400033	05 Days	08 Days	
4.	<u>Andaman and Nicobar Islands</u> (All districts)	12 Days	15 Days	
5.	<u>Andhra Pradesh</u> (All districts)	07 Days	10 Days	
6.	<u>Arunachal Pradesh</u> (All districts)	12 Days	15Days	
7.	<u>Assam</u> (All districts)	07 Days	10 Days	
8.	<u>Bihar</u> (All districts)	05 Days	07 Days	



9.	<u>Chandigarh</u>	02 Days	03 Days	
10.	<u>Chhattisgarh</u> (All districts)	04 Days	07 Days	
11.	<u>Dadra and Nagar Haveli</u>	12 Days	15 Days	
12.	<u>Daman and Diu</u>	12 Days	15 Days	
13.	<u>Delhi</u> , NCR	01 Day	01 Day	
14.	<u>Goa</u> (All districts)	05 Days	07 Days	
15.	<u>Gujarat</u> (All districts)	04 Days	07 Days	
16.	<u>Haryana</u> (All districts)	02 Days	04 Days	
17.	<u>Himachal Pradesh</u> (All districts)	04 Days	07 Days	
18.	<u>Jammu and Kashmir</u> (All districts)	09 Days	12 Days	
19.	<u>Jharkhand</u> (All districts)	04 Days	06 Days	

20.	<u>Karnataka</u> (All districts)	07 Days	10 Days	
21.	<u>Kerala</u> (All districts)	09 Days	12 Days	
22.	<u>Lakshadweep</u>	10 Days	15Days	
23.	<u>Madhya Pradesh</u> (All districts)	03 Days	05 Days	
24.	<u>Maharashtra</u> (All districts)	06 Days	07 Days	
25.	<u>Manipur</u> (All districts)	10 Days	12 Days	
26.	<u>Meghalaya</u> (All districts)	10 Days	12 Days	
27.	<u>Mizoram</u> (All districts)	11 Days	13 Days	
28.	<u>Nagaland</u> (All districts)	11 Days	13 Days	
29.	<u>Odisha</u> (All districts)	06 Days	08 Days	



30.	<u>Puducherry</u>	07 Days	09 Days	
31.	<u>Punjab</u> (All districts)	03 Days	05 Days	
32.	<u>Rajasthan</u> (All districts)	03 Days	05 Days	
33.	<u>Sikkim</u> (All districts)	10 Days	12 Days	
34.	<u>Tamil Nadu</u> (All districts)	08 Days	12 Days	
35.	<u>Telangana</u> (All districts)	06 days	09 Days	
36.	<u>Tripura</u> (All districts)	10 Days	12 days	
37.	<u>Uttar Pradesh</u> (All districts)	03 Days	06 Days	
38.	<u>Uttarakhand</u> (All districts)	05 Days	07 Days	
39.	<u>West Bengal</u> (All districts)	06 Days	09 days	

**Note:- Full track load and delivery schedule based on one day pick up and one day delivery. Average truck running is considered minimum 350 km/day. Delay in delivery for natural calamity, road blockage, accident and any other un-avoidable circumstances will be considered accordingly.**