



## **NATIONAL BOOK TRUST, INDIA**

Ministry of Human Resources Development,  
Government of India

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

Phone: 91-11-26707700, Fax: 91-11-26121883

Email: office.nbt@nic.in, Website : [www.nbtindia.gov.in](http://www.nbtindia.gov.in)

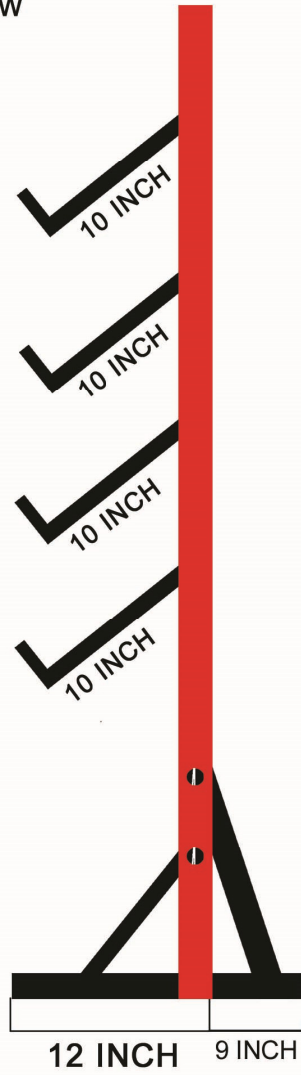
### **TENDER NOTICE**

National Book Trust, India (NBT), Ministry of Human Resource Development, Government of India Invites sealed Tenders for Fabrication & Preparation of 120 single side book racks & 20 double side book racks as per specification given at Annexure I&II

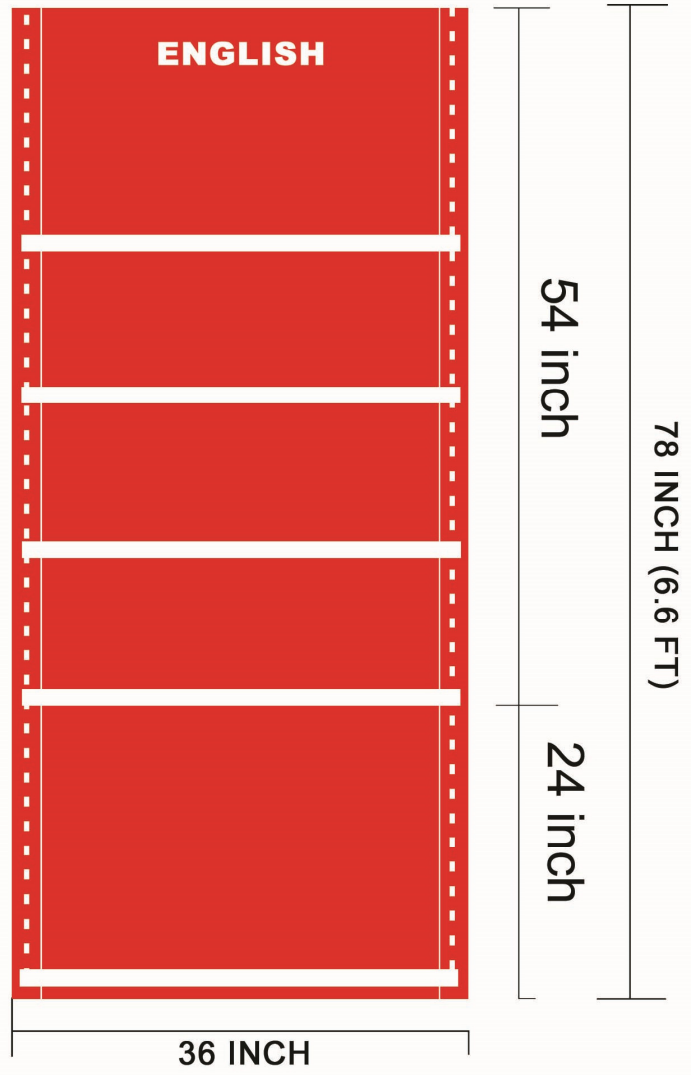
Tender form can be obtained from the **Deputy Director (NRO), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase – II, New Delhi-110070** on any working day from **01.01.2015 to 12.01.2015** or can be downloaded from our Website [www.nbtindia.gov.in](http://www.nbtindia.gov.in). The Tender Document is also available in e-procurement portal [www.eprocurement.gov.in](http://www.eprocurement.gov.in).



BOOK RACK(SINGLE SIDE)  
SIDE VIEW

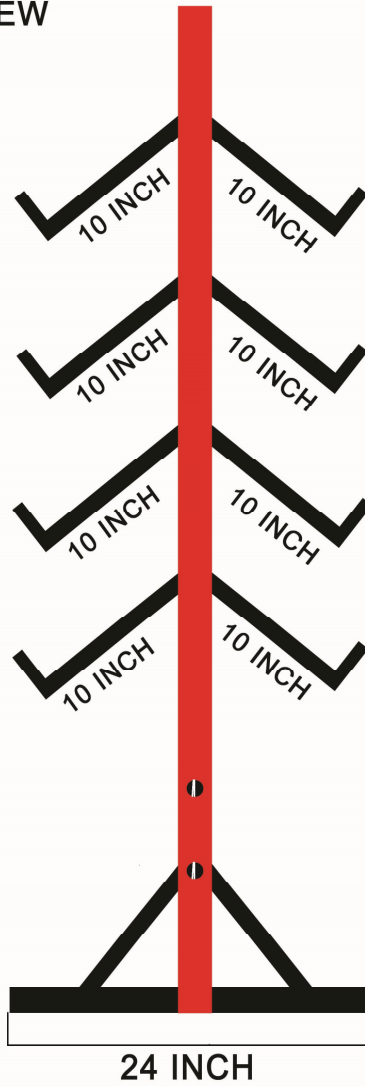


BOOK RACK SINGLE SIDE FRONT VIEW

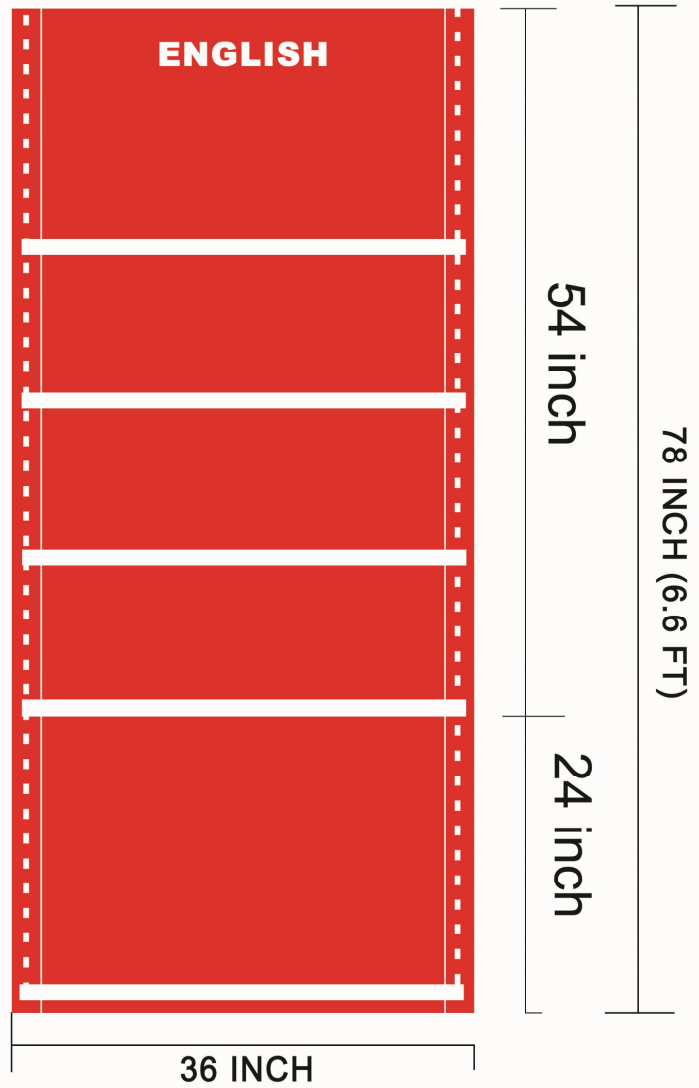




BOOK RACK (BOTH SIDE)  
SIDE VIEW



BOOK RACK FRONT VIEW (BOTH SIDE)







## राष्ट्रीय पुस्तकन्यास, भारत NATIONAL BOOK TRUST, INDIA

नहेरू भवन, 5इंस्टीट्यूशनल एरिया, फेज-2  
वसंतकुंजनईदिल्ली-110070

### **TERMS AND CONDITIONS OF THE TENDER FOR SUPPLY OF FABRICATION / PREPRATIONOF POWDER COATED IRON BOOK RACKS**

#### **SCOPE OF WORK**

1. Supply of **120** (One Hundred Twenty only) Iron book racks (Single side) as per specifications given in proforma at **Annexure-I**.
2. Supply of **20** (Twenty) book racks (Double side) as per specifications given in proforma at **Annexure-II**.

#### **TERMS AND CONDITIONS**

1. The Tender should be submitted in the prescribed Tender form (***Annexure-I & Annexure-II***). Tender should be filled in only as per the unit mentioned in Annexure-I & Annexure-II. Deviation from the prescribed unit will be cause rejection of the whole tender.
2. If the cover of the Tender is not sealed and marked, NBT will assume no responsibility for misplacement or premature opening of the bid.
3. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of presentation for the purpose of clarification on the Tender, if so desired by NBT. NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
4. The Tenderer should clarify whether the individual signing the Tender or other documents in connection with the Tender signs as:
  - 4.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietorship, or
  - 4.2 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
  - 4.3 Constituted Attorney if it is a company.
5. The quantities mentioned in the schedule may be increased or decreased at the discretion of NBT and no claim in this regard shall be entertained.
6. 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.

7. If there is a discrepancy in rates between figures and words, the amount in words will prevail.
8. Tenderers shall be required to deposit Rs.20,000.00 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.
09. 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 price quoted.
10. Each Tender should be accompanied by documentary evidence of the Tenderer having done work of a similar nature. In the absence of documentary evidence, the Tender will be rejected.
11. NBT will open the Tenders in the presence of the Tenderers or their authorised representatives, who may choose to be present at the following location:

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

12. 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 they are generally in order.
13. 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.
14. 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.
15. 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 contract satisfactorily. NBT shall however not bind itself to accept the lowest or any Tender.
16. Before award of the contract, the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal to 5% of the value of the contract, after adjustment of Earnest Money Deposit only 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 full satisfactory execution of the supplies.
17. Security money shall, however, be liable to be forfeited if the contractor fails to supply the bags within the stipulated time or if the supplies are not made as per



the specifications of NBT. If the successful contractor backs out after award of the contract, Earnest Money Deposit will be forfeited.

18. The supply must be completed **within fifteen days from the date of issue of Supply Order by NBT** in all respects. Failure to do so will entitle NBT to impose a penalty of **Rs.20,000.00** per day on the contractor and the firm will be blacklisted for future work. Further, failure on the part of the contractor to complete the supply in accordance with the terms and conditions set out and within the time schedule will confer on NBT the right to get the supply through another supplier, in which case, the entire cost/ damages so incurred by NBT will have to be paid by the approved supplier.
19. Representatives of NBT may inspect the godown(s)/works and office(s) of the supplier before award of the contract.
20. The successful Tenderer will have to get a few samples of the non-woven bag approved by NBT before execution of supply.
21. Supply should be made at **NBT Head Office, Nehru Bhawan, 5, Institutional Area, Phase II, Vasant Kunj, New Delhi-110070**. Or Pragati Maidan, New Delhi.
22. The copyright of the bag designed for NBT would be vest with NBT and the vendor cannot sell the same design to others.
23. The supplier should arrange insurance cover during transit at his own cost.
24. Rate should be quoted as inclusive of VAT and all other levies and this fact must be specifically recorded in the bid.
- 24.1 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 the award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the ground of NBT's action.
- 24.2 The decision of NBT in this regard would be final and binding.
25. 100% payment would be made on delivery and submission of bill(s). No advance would be paid.
26. NBT is not bound to accept the lowest rate quoted by any Tenderer and reserves the right to accept the whole or any part of the Tender as portion of the quantity offered, which the Tenderer shall supply at the rate quoted.
27. If, at any time during execution of the contract, the contractor encounters conditions impeding timely execution of the work, the firm shall promptly notify NBT in writing of the fact of the delay, its cause(s) and likely duration. As soon as practicable, after receipt of the contractor's notice, NBT shall evaluate the situation and may at its discretion extend the time for completion.
28. NBT and the contractor 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.



29. NBT will have discretion to award the contract to more than one contractor. In such a condition, other bidders shall supply at the lowest accepted rate.
30. Before submission of their bids, the Tenderers may visit NBT office at Vasant Kunj, New Delhi to inspect specimen of the book racks on any working day before last date for submission of the Tender.
31. Contractor must be supply with in the 30 days from the issue date of work order.
32. If the bulk supplied is not as per NBT specifications in terms of material and quality, the Performance Security Deposit alongwith full payment due against bill(s) will be forfeited. Besides, the firm will be blacklisted for future.
33. Responsibility of the contractor installation of book racks at site/Pragati maidan on 11.02.2015 by the contractor at its own cost and as per the term and condition of fair authority.

34. **Validity of the bid**

The bid submitted by the Tenderers should be valid for a minimum period of 30 days computed from the date of opening of the bid.

Sealed Tenders, superscribed "Tender for supply of **FABRICATION /PREPRATION OF POWDER COATED IRON BOOK RACKS**" 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 upto **1.00 p.m. on 12<sup>th</sup> January 2015** and shall be opened at 02:00 p.m. on the same day. Tenderers or their authorized representatives may, if they so desire, be present during the opening of the Tenders.



## **TENDER**

FABRICATION/Preparation of powder coated  
Iron bookrack to be used for  
New Delhi World Book Fair  
14-22 February 2015

### **Quotation Form**

Sl. No	Discriptions	Quantity	Rate
i)	Preparation of iron bookrack (single side) powder coated as per drawing and model	120	
ii)	Preparation of iron bookrack (double side) powder coated as per drawing and mode	20	
iii)	Sevice Tax/ Sales Tax (if any)		
iv)	Transportation charges (if any) to NBT Office/ Pragati Maidan		
Total Amount >>			
In words :			

**Signature :**  
**Name of the Firm / Company**  
**Postal Address :**

**PAN Card Number:**