



NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN, 5, INSTITUTIONAL AREA
VASANT KUNJ PHASE-II, NEW DELHI-110070

TENDER NOTICE

National Book Trust, India (NBT), an apex organization of the Department of Higher Education, Ministry of Human Resource Development, Govt. of India is going to set up a Book Promotion Centre cum- Bookshop at Guwahati

In connection with the above, NBT invites sealed tender, on the prescribed tender forms for limited renovation/interior work and electrical installation at the Book Promotion Centre- cum- Bookshop site of 1050 sq ft. size at Asom Rashtrabhasa Prasar Samiti Building, First Floor, Dag No.531, GMC Ward No.45, Hedayatpur, Mouza Ulubari, Guwahati-781 003, Assam, as per the **Annexure II**.

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

Detailed Floor Plan presentation of the Book Promotion Centre -cum- Bookshop at Guwahati is available in NBT's office. Tender Forms with Terms and Conditions can be procured from the **Deputy Director (Art)/Art Cell (Room No.213), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase – II, New Delhi – 110070** on any working day between 9.30am to 5.00pm from 5 December 2013 to 17 December 2013 or same can be downloaded from our website www.nbtindia.gov.in. The tenders shall be accepted in the office of the NBT up to 11.00am on 16 December 2013 or in the office of Dr Khirada Kumar Saikia, Secretary, Asom Rashtrabhasa Prachar Samiti, Rupnagar, Guwahati-781032 up to 11.00am on 18 December 2013 and the same will be opened immediately thereafter. Tenderers or their authorised representatives may, if they so desire, be present at the opening of the Tenders. The Director NBT reserves the right to accept/reject any or all of the tenders.

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TERMS AND CONDITIONS OF THE TENDER FOR
CONSTRUCTION/RENOVATION WORK AND ELECTRICAL INSTALLATIONS OF
BOOK PROMOTION CENTRE- CUM- BOOKSHOP AT GUWAHATI

TERMS AND CONDITIONS

1. The tender shall be submitted on the prescribed tender form (**Annexure II**).
2. If the cover of the tender is not sealed and marked, the NBT will assume no responsibility for the tender's misplacement or premature opening.
3. The tenderer should clarify whether the individual signing the tender or other documents in connection with the tender signs as:
 - 3.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietor, or
 - 3.2 A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the tender should be signed by all the partners, or
 - 3.3 Constituted Attorney if it is a company.
 - 3.4 The tender should be signed either by the proprietor or by his authorized representative. In case of the latter an authority letter should be enclosed with the tender.
4. Incomplete tenders are liable to be rejected. It means Tender should quote for all items. If any item is missed or not quoted the whole Tender will be rejected.
5. The quantities mentioned in the schedule may either be increased or reduced at the discretion of the NBT. However for the reduced quantity no claim shall be entertained and if considered necessary, any item could be dropped completely.
6. 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 initials.
7. If there is a discrepancy in rates between words and figures, the amount in words will prevail.

8. When deemed necessary, the 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. The NBT may, if so desired, ask the tenderer to give presentation for the purposes of clarification of the tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the tenderer.
9. The minimum turnover of the contractor should be at least Rs. 20 (twenty) lakh per annum during the last three years. Supporting documentary evidence (balance sheet etc.) duly attested by Chartered Accountant for last three years has to be submitted with bid.
10. The tenderers, in their own interest, are advised to inspect the site of the book promotion Centre before submitting tenders.
11. The 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.
12. A tender determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the tenderer by correction of the non-conformity.
13. The NBT may waive 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 the NBT in this regard will however be final.
14. **Liquidated damages**
The set-up of Book Promotion Centre cum-Bookshop must be completed by on 15 January 2014 in all respects. Failure to do so will entitle the NBT to impose a penalty of Rs.30,000.00 per hour on the contractor and he may be blacklisted for future work. In addition to it the security deposits shall stand forfeited. Further, failure on the part of the contractor to complete the job in accordance with the terms and conditions set out and within the time schedule will confer on the NBT the right to get the work done through another contractor, in which event, the entire cost/damages so incurred by the NBT will have to be paid by the first contractor.
15. It will be the responsibility of the successful contractor to take a comprehensive insurance cover against fire, damage, pilferage, etc., at his own cost. He should take necessary precautions to safeguard against possible hazards/ accidents.
16. The successful tenderer will have to get a 3D presentation of the Centre approved by the NBT before execution of the work.
17. The quality of material to be used for the construction should conform to the approved model/presentation. Any deviation in quality will render the contractor liable to penalty as may be decided by the Trust. The decision of

the Trust in this regard shall be final and binding on the contractor.

18. The contractor shall engage technically competent personnel for executing the work.
19. The 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 qualified to perform the contract satisfactorily.
20. Before award of the contract the successful tenderer will be required to deposit as security (refundable) a sum equivalent to 15% of the value of the contract in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at Delhi. The Security Money so deposited shall be released by the NBT after successful completion of the contract in all respects.
21. The security money shall be forfeited in the event the contractor either fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the specifications.
22. During the period of construction of Book Promotion Centre, the contractor shall have to make his own arrangement for various amenities necessary for the smooth execution of his work.
23. The contractor will be responsible for the up-keep and maintenance of the entire structure of Centre constructed by him till the end of the work, for which no extra payment shall be made. Breakage and damages, if any, shall immediately be replaced/repared without any extra cost.
24. The payment of the billed amount will be made in INR in Delhi, subject to a physical verification by the officers of the NBT. No advance payment will be made by NBT to the contractor.
25. **Documentary evidence of the tenderer being a registered/ approved Assam government contractor with a valid trading license for the Northeast India and of his having done work of a similar nature has to be submitted by the tender along with bid. In the absence of this documentary evidence, the Tender may be rejected.**
26. Income tax shall be deducted at source as applicable under the rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Annexure II**, without which the tender is liable to be rejected.
27. The 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 grounds for NBT's action.
28. The decision of the NBT in this regard would be final and binding.

29. The contractor will make all necessary arrangement for removal of Extra/ wasted material as per the norms of the building authority as well as Local Civic Authorities.
30. The 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 subjected to the jurisdiction of Delhi courts only.
31. Any loss to the NBT, or the Building authority due to the negligence/lapse on the part of the contractor shall be borne by the contractor. Alternatively, the amount of loss will be deducted from the amounts payable to the contractor.
32. **Validity of the bid**
The bid submitted by the tenderers shall be valid for a minimum period of 120 days computed from the date of opening of the bid.
33. The NBT will open the Tenders in the presence of the Tenderers or their authorized representatives, who may choose to attend at the following location:
Asom Rashtrabhasa Prachar Samiti Building
Dag No.531, GMC Ward No.45, Hedayatpur,
Mouza Ulubari, Guwahati-781003
34. The NBT reserves the right to accept/reject any/all the tenders without assigning any reason.

ANNEXURE - II

Quotation for
Renovation/ Interiors for Book Promotion Centre-cum Bookshop at Guwahati
Area- 1050 sq.ft, approx.

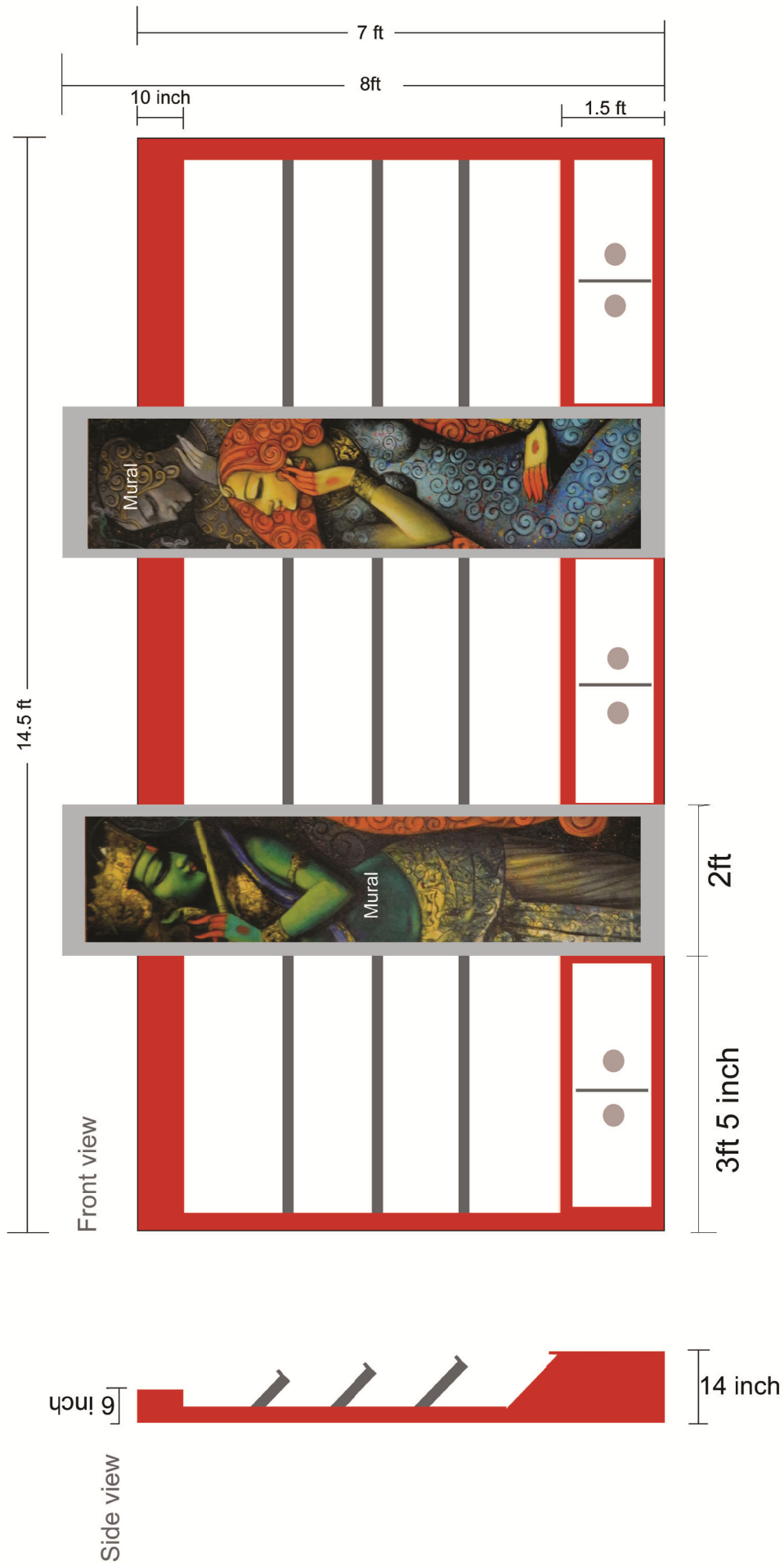
Specifications	Amount Rs.
Stage- PVC Flooring of 18 inch height (PVC on board flooring combination,). Size- 6 ft. X 8 ft. oval shaped (see drawing) including one step and one wooden podium with red and white matt finish decorative laminate combination. Floor- 2-2.5 mm thickness PVC (Armstrong Co.) total flooring including balcony. (preferred colour will be provided later)	
Wall - Remove all old paint and repair (if any) finish wall with white putty. Wall to wall paint with White acrylic paint (branded) including Balcony. Roof- Remove all old paint and repair (if any) finish roof with white putty, paint with white acrylic paint (branded) including roof of the balcony. Windows and Doors - Remove all old paint and repair (if any). Paint (branded) all windows and doors, Pelmate/Rod with cloth curtain for all windows and doors. Books display racks - Wall to wall books display along with mural/ visual display board. Follow the floor plan and detail drawing of the book rack with 12 mm termite proof boil ply cover up by laminate finish (see picture).	
Furniture and Computer- i) Reading Chairs, Centre Tables (see Picture, furniture should match the visualizations/ picture) 35 chairs, 4 office tables, 2 computers, 2 printers and one cash- cum- Information counter.	
Logos and graphics- Graphics prints on HP high resolution self-adhesive vinyl on mural board/ wall, book rack fascia wall. 2 Backlit Fascia (size 4ftX20ft) near entrance. Self-adhesive graphics/ digital prints with name/cutout matters etc.	
Electrical and lighting requirements- Repair all electric line (if required). Tube lights (40 nos) fitted with down rod (3ft) along with reflector above Book rack/ graphic/painting. 75 W spot lights on Mural board (10 nos). Electrical sockets (5 nos) near office/ information counter/stage. Complete Sound system (Branded) with one cordless mike, 4 small speakers (wall mounted). 5 ceiling fans (large size, branded) and one exhaust fan. Air Condition (One split AC- 2 ton, and two window ACs- 1.5 ton each) 3voltage stabilizers.	
Flower pots - 10 flower pots , Dustbin - 4pc One water filter (RO System) Toilet- One White European WC's with flushing cistern and jet system, one white wash basin with 2 Taps.	
Undertaking- the tenderer will have to give an undertaking to the effect that in the event of any damages/ mishaps during the installation at Book Promotion Centre/site, the contractor will bear the cost to fix the loss and will settle the legal issues (if any) as per the terms and conditions of the building owner/ local authorities.	
Taxes/Vat or any other charges	
Total (in words) Total Rs. (Quoted amount inclusive of all taxes, services, vats, permission charges etc.)	
Date:	
Place:	

Signature

Name of the Company/ Firm & Address

PAN











(Red and white)