



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 Annual Maintenance Contract for Fire Fighting Equipment and Hydrant Systems from reputed firms in the prescribed Tender Form .

Tender Form can be obtained from the Assistant Director (Admn.), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 on any working day till 4 P.M. between **21.7.2015 to 14.8.2015** against payment of Rs.500/- 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 Fire Fighting Equipment and Hydrant System to 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 **21.7.2015 to 14.8.2015**.

- Sale of Tender document : From date of release of advertisement **21.7.2015 to 14.8.2015**(upto
4.00 p.m.)
- Cost of Tender document : Rs.500/-
Earnest Money Deposit : Rs.10,000/-
- Pre Bid Conference : 28.7.2015 at 3.00 p.m.
- Last date of receipt : 14.8.2015 upto 5.00 P.M.
- Date of opening of tender : 17.8.2015 – 11.00 A.M.(technical bid)
: 20.8..2015 – 3.00 P.M (financial bid)

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

NATIONAL BOOK TRUST, INDIA

(An Autonomous Organization under Ministry of Human Resource Development, Govt. of India)

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

- 1) The National Book Trust (NBT), India is an apex body established by the Government of India (Department of Higher Education, Ministry of Human Resource Development) having its office at Nehru Bhawan', 5, Institutional Area, Phase-II, Vasant Kunj New Delhi -110070. The Director of NBT, India New Delhi invites sealed tender in Two Bid system for **“Annual Maintenance Contract for Fire Fighting Equipment and Hydrant Systems at NBT, India, New Delhi”** from interested, experienced, reputed and capable Original Equipment Manufacturers / authorized dealers who fulfills the eligibility criteria of Tender Document and operating their business in New Delhi .
- 2) The offers should be submitted in two-bid system i.e. Technical Bid and Financial Bid in two separate sealed envelopes super-scribing **“Annual Maintenance Contract for Fire Fighting Equipment and Hydrant Systems at National Book Trust, India, New Delhi-110070”** in the respective envelopes duly addressed to The Director, The National Book Trust (NBT), India, Nehru Bhawan', 5, Institutional Area, Phase-II, Vasant Kunj New Delhi -110070
- 3) The tender document can be downloaded from NBT, India’s website www.nbtindia.gov.in. The interested bidders can download the tender document from website and shall submit along the tender a DD/Pay Order for Rs.500/- (Rupees Five Hundred Only non- refundable) drawn in favour of National Book Trust, India, Nehru Bhawan', 5, Institutional Area, Phase-II, Vasant Kunj New Delhi -110070 on any working day between 9.00 hrs to 16.00 hrs from **21 July 2015 to 14 August 2015** on payment in cash Rs. 500/- (Rupees Five Hundred Only non-refundable) towards cost of the tender document, for which Cash Receipt will be issued and the Bidder should attach a copy of the Cash Receipt while submitting the tender.
- 4) The Tender Documents should be submitted intact in a sealed cover either in person or by post without tampering with any of the folios thereof & duly filled in and duly signed at the bottom of each folio, by the Bidder or his / their authorized representative and it shall reach at National Book Trust (NBT), India, Nehru Bhawan', 5, Institutional Area, Phase-II, Vasant Kunj New Delhi -110070 on or before 14th August 2015 on or before 5.00 hrs.
- 5) The Bidder should deposit a DD / Pay order for Rs. 10,000.00 (Rs. Ten Thousand only) towards the earnest money (EMD) drawn in favour of National Book Trust, India, New Delhi. EMD of all unsuccessful Bidders will be returned after finalization of tender. No interest will be payable on the Earnest Money Deposit.
- 6) The Director, NBT, India, New Delhi reserves the right to award contract for the above work either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions contained in the tender document before accepting the tender or to reject any or all the tenders without giving any notice or assigning any reason. The decision of The Director, The National Book Trust (NBT), India, New Delhi in this regard shall be final and binding on all.

Schedule of Tendering Process:

Issue of tender forms	:	From 21st July 2015 To 14 th August 2015.
Pre-bid Meeting	:	28.7.2015 at 15.00 hrs
Last date for Tender Submission	:	14 August 2015. at 5.00 hrs
Opening of Technical Bid	:	17 August 2015. at 11.00 hrs
Opening of Commercial Bid	:	20 August. at 15.00 hrs

NATIONAL BOOK TRUST, INDIA

(An Autonomous Organization under Ministry of Human Resource Development, Govt. of India)

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

Technical Bid

NATIONAL BOOK TRUST, INDIA

(An Autonomous Organization under Ministry of Human Resource Development, Govt. of India)

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

A. ELIGIBILITY CRITERIA:

(Please attached self- attested documents as per check list)

1. The bidder should attach Tender Cost in the form of Cash receipt or DD of Rs. 500/- (Rs. Five Hundred only).
2. The Technical Bid should accompany a DD / Pay Order of Rs. 10,000/- (Rs. Ten Thousand only) drawn on any nationalized bank in the name of The National Book Trust, India, New Delhi payable at New Delhi towards Earnest Money Deposit (EMD). Tender received without prescribed EMD will be summarily rejected. No exemption will be granted.
3. The bidders should have office in New Delhi.
4. The bidder should have valid license from Directorate of New Delhi Fire Service.
5. The bidder must submit a self-attested copy (copies) of recent work order (s) (details filled with attached format Annexure-V) of which the work (s) has (have) been completed within last seven years as on 14.8.2015 to the one of issue of the company, as a proof of similar work done in a PSU, Central /State Government Organization or subsidiary / joint venture / Regulated company hereof, or a reputed private company etc. The value(s) of each work order (s) should be not less than 5,00,000/-.
6. The Bidder should have average turnover not less than Rs. 5,00/- lakhs (Rupees Three Lakhs only) for last seven years.
7. The Bidder should not have loss for consecutive two years during last preceding seven years.

The tenders of those Bidders who do not fulfill above eligibility criteria are liable for rejection.

B. GENERAL CONDITIONS:

8. The contracting party whether it be a Proprietor / Individual, Partnership firm, Company/Corporation, Society, they shall be, for the purpose of this contract, be known as “the Bidder ” and the National Book Trust, India shall be known as “**NBT, India**”.
9. The Bidder should submit Technical Bid & Financial Bid in separate sealed Envelopes super scribing “Technical Bid” and “Financial Bid” as the case may be as mentioned in the Tender Notice.
10. Bidder should ensure that the documents are attached with Technical Bid as per Check list and all pages of Tender and documents are signed and stamped. Failure to do so shall lead to the rejection of bids.
11. The Bidder will give a declaration as per attached format **Annexure- I** that he has read and understood the above conditions and the same shall remain binding upon him in case the work is entrusted to him.
12. The bidder must visit/examine the site and its Surrounding on any working day by prior appointment with the Assistant Director (Admn.) for the proper assessment of prospective assignment (scope of works) before submitting their offer. No claims later on shall be entertained. Bidder should submit a Certificate for the Site Inspection as per attached format **Annexure-II**.
13. Bidder should submit their details as per attached format **Annexure-III** with self-attested documents.
14. The successful Bidder whose tender is accepted shall, within seven days from issuing / receiving the Letter of Acceptance, be required to submit a Performance Security of Rs. 50,000/- (Rs. Fifty Thousand only) in favour of **National Book Trust, India** within 7 days. If he / she / they decline/s or fail/s to submit the Performance Security or to execute the contract within the stipulated time, the EMD shall stand forfeited, without prejudice to **National Book Trust, India**'s right to rescind the contract and other rights and remedies warranted by the law.
15. After receipt of Performance Security from the successful Bidder, EMD will be refunded to all bidders within one week.
16. Bidder/s shall keep his / their offer valid for a period of at least 3 months (90 days) from the date of opening of the Financial Bid/Price Bid. If any Bidder withdraws or amends impairs or derogates from the tender in any respect within the period of validity of his offer, the EMD is liable to be forfeited.
17. **National Book Trust, India may at any time after opening of the tender depute a team of its' officials to the site/work Place/office of the Bidder to get the credentials of the information furnished by the Bidder verified by collecting the spot information as to the status, workmanship & quality of the services rendered by them. If any information furnished by the Bidder is found to be incorrect, the tender of such Bidder shall be liable for rejection.**
18. **After the award of the contract, the contractor first needs to repair/upkeep the Fire Systems & Hydrant System and the cost of such repair will be borne by the National Book Trust, India on actual basis.**
19. The performance security should be valid for entire contract period or for the extended contract period.

20. The Bidder must obtain for himself on his own responsibility and at his own expenses all the information which may be necessary for the purpose of tendering and for entering into a contract and must inspect the site of work and acquaint himself with all local conditions means of access to the work, nature of work and all matters pertaining thereto
21. Immediately, on receipt of intimation from the **National Book Trust, India** the acceptance of tender, the successful Bidder will execute the work as per the instructions of Assistant Director (Admn.) and the written acceptance of the tender will constitute a binding contract between **National Book Trust, India** and the Bidder so tendering. It will be the responsibility of the Bidder to thoroughly examine the site in all respects.
22. In the event of refusal to carry out work by the successful Bidder on any grounds, its performance security shall be forfeited.
23. It shall be the responsibility of the Bidder to meet transportation, food, medical and any other requirements in respect of the workers engaged by it (Bidder) at **National Book Trust, India** New Delhi and **National Book Trust, India** shall have no liabilities in this regard.
24. The **National Book Trust, India** will not be responsible for any damages, losses, theft, claims, financial or other injury to any workers deployed by service providing Bidder in the course of their performing the functions / duties, or for payment towards any compensation.
25. The quality of work at all stages should be as per the standards laid down and explained to the Bidder by **National Book Trust, India** New Delhi. It is made clear that there cannot be any compromise in the material quality and workmanship of work. It shall be the responsibility of the Bidder to ensure that the standards laid down from time to time are strictly maintained.

C. STATUTORY COMPLIANCE BY THE BIDDER:

26. The Bidder should obtain the requisite license for running the establishment from authorities such as Municipality, Local Authority, State / Central at its' own cost. The **National Book Trust, India** shall not be responsible in any way for any breach of these rules and regulations by the Bidder.
27. The Bidder shall obtain and keep it in force throughout the term of the agreement, necessary/valid License from the Licensing authority and the rules framed there under and produce the same to **National Book Trust, India** before commencement of the services under the contract and also take step for getting the agreement registered under the act.
28. The Bidder shall also indemnify **National Book Trust, India** from and against any claims under the aforesaid act and the rules and shall continue to have a valid license until completion of the contract period or any extended period. Any failure to fulfill this requirement shall attract the penal provisions of the contract arising out of the resultant non-performance of the work.
29. The successful bidder should submit an Indemnified Bond as per attached format **Annexure-V** for following:
 - i) The Bidder shall keep the **National Book Trust, India** indemnified against all the losses, damages or liability arising out of or imposed in pursuance of any violation by the Bidder of / under labour laws & the rules there under or of any prosecution or award made by court of law or other authorities specifically under the Industrial disputes Act-1947.

- ii) The **National Book Trust, India**, New Delhi shall be indemnified from all the liabilities, what so ever created under the workmen compensation Act / ESI Act in respect of any injury suffered by the worker employed by the Bidder or resulting in death / fatal accident etc.
 - iii) The Bidder shall fully indemnify the **National Book Trust, India** against all the payments, claims and liabilities whatsoever, incidental or direct, arising out of or for compliance with or enforcement of the provision of any of the labour laws to the extent they are applicable to the establishment / work at **National Book Trust, India** premises.
30. The Bidder shall not deploy any person below the age of 18 years.

D. DUTIES AND RESPONSIBILITIES OF THE BIDDER:

31. The Bidder shall carry out all work with utmost care, giving due consideration to safety which shall not be compromised under any circumstance. It will be responsibility of the Bidder to promote an electrically safe workplace free from unauthorized exposure to electrical hazards for all its employees and outsourced personnel so as to prevent accidents to themselves, the public (community) and the **National Book Trust, India's** property.
32. The Bidder shall be responsible for taking good care of all specialized equipments, tools and tackles used for its works. It should bring to the notice of the **National Book Trust, India** the works that are required to be undertaken in time. In case any damage is caused to the equipments due to the gross negligence of any of the employees of the Bidder, Bidder undertakes to indemnify the **National Book Trust, India** for such damages. The amount of damages quantified at the discretion of the Assistant Director (Admn.) **National Book Trust, India** shall be final & binding on the Bidder. The **National Book Trust, India** shall be at liberty to deduct such amount of damages from any dues payable to the Bidder.
33. The Bidder shall not assign the contract or sublet any portion of the contract. In case of breach of this condition, **National Book Trust, India** will serve a notice in writing on the Bidder rescinding the contract where upon the security deposit/performance security shall stand forfeited to **National Book Trust, India** without prejudice to other remedies against the Bidder.
- 34. The Bidder itself must be a qualified Fire Engineer (BE) and should have working experience in handling of such jobs. (copy needs to be attached)**
35. The employees deployed by the successful Bidder should observe the discipline and should see that the decency and decorum are maintained within the course of their employment.
36. The Bidder should furnish the quarterly maintenance schedule in consultation with Assistant Director (Admn.).
37. All personnel employed by the Bidder shall be medically fit and having good health.

E SCOPE OF THE WORK:

Maintenance of fire extinguishers equipments/systems as described in the scope of the work such as portable fire extinguishers and fire hydrant system etc. job includes servicing of equipments/systems, testing of firefighting pumps sets etc. Following is the **list of the equipments** required to be operated and maintained by bidder for their smooth working and performance.

S.No.	Type of System/Equipment	Capacity	Qty Nos.
A			
1.	ABC	5 Kg	13
2.	CO2	4.5 Kg	13
3.	Water type CO2	9 Liter	38
	Total		64

S.No.	Type of System/Equipment	
B	Hydrant System	Qty Nos.
1.	Detail of Fire Diesel Pump (Company's Name Kirloskar) type = RB-66	1 Set
	Main Fire Fighting Pumps, 7.5 HP., 3 Phase, 440 Volts with starter (Company's Name Crompton Greaves) KW/HP 55(75) RPM = 2975	1 Set
	Jockey Pump (Company's Name Crompton Greaves) KW/HP 15(20) RPM = 2920	1 Set
2.	Hose cabinet with glass door and locking arrangement comprising of 15 mtrs. And 63 mm Dia Hose with Couplings with one lending Valve and Hose reel complete with rubber hose of 20 mm dia and nozzle etc.	20 Sets Approx
	Hose cabinet without box	2 Sets
3.	Yard Hydrants	8 Sets

In order to ensure 100% serviceability for efficient working of the equipment under contract the scope of work will include the following:

Fire Extinguishers:

38. Maintenance for 64 nos. of various types of Fire Extinguishers owned by the **National Book Trust, India** installed at various locations Office Block, Guest House, Residence and Sales Store etc. in **National Book Trust, India** The number may increase/ decrease from time to time.
39. The contract shall include minimum one general service initially and subsequent monthly checking & submission of report to the Assistant Director (Admn.).

40. Routine Services (Quarterly):

It include general cleaning of fire extinguishers, Checking & replacement of pressure gauges, squeeze grip, Siphon tube, discharge nozzle, repair/ replacement of brass portion, repair/ replacement of valves/ lids, fixing/ positioning of fire extinguishers, refilling, repair/ replacement of grip handle/ PVC base/ trolley (as required) etc. and any other work to maintain the serviceability of the fire extinguishers and submit report accordingly.

41. The AMC shall include repair or replacement of hose clips, hose nozzles, etc. and exclude painting of the fire extinguishers, chassis repair etc.
42. All Extinguishers shall be numbered and inventory maintained as per our format and materials requiring replacement on quarterly basis.
43. All extinguishers and boxes shall be cleaned.
44. All extinguishers shall be pressure tested as per standard norms of extinguisher and water type extinguishers shall be refilled with potable water (tube well water shall not be allowed). The Cartridge of extinguishers shall be weighed and refilled if required.
45. All extinguishers shall be replaced / refilled within 7 days. The cost of refilling shall be borne by **National Book Trust, India**.

Hydrant System:

46. Each Pump should be tested for at least 60 second every visit. Discharge of water should be from Hydrant or through a test line. Unnecessary sound and vibration should be noted and corrected.
47. Pump autorotation should be checked.
48. Greasing of pumps and motors to be carried out as per manufacturers recommendation or whenever necessary.
49. Hydrant externally and terrace shall be tested with hose and branch pipe. The jet shall be operated for at least 2 minutes. Hose shall be dried before rolling.
50. First Aid Hose Reels shall be tested by swinging it on its support and partly opening the hose and discharge of water for 60 seconds. Each Hose shall be tested. There shall be no leakage from MS piping or from clips holding rubber or even from rubber pipe. Hose pipe shall be rolled back uniformly, line by line.
51. First Aid Hose Reel shall be extended to full length and water discharged for 120 seconds. The pipe shall be rolled back uniformly, line by line.
52. Internal Hose Cabinet shutters (including glass) shall be cleaned every visit. Dust and dirt within cabinet shall be removed in every visit.
53. Hydrant on each floor shall be tested with hose and branch. The Agency shall make all arrangements for disposal of water in the premises so that there is no damage.

54. Any line rupture affecting hydrants should be repaired within 12 hours. Others repairs should be carried out within 24 hours. In case of any delay in carrying out of such works, a fine of Rs. 500 per day shall be imposed.
55. Replacing of gland packing/seals in various pumps and valves on as and when required to ensure that there is no leakage.
56. Checking of electrical terminals, contact points of the starters/contractors, and relays installed in various control panels.
57. The contractor shall not dismantle and remove any items without the knowledge of the Assistant Director (Admn.). Dismantled items shall be the property of the **National Book Trust, India**.
58. Contractor will visit the site as and when called by the Assistant Director. On his visit he should meet the Assistant Director (Admn.) and will report about satisfactory working of all equipment's.
59. The contractor will be responsible not only for his own men and material but also for the security of the equipments/ materials of the **National Book Trust, India**. The cost of repair/replacement of equipment damage due to mishandling by the worker of the contractor will be deducted from the contractor's bill after loss assessment by the Assistant Director (Admn.). The assessment of the Assistant Director (Admn.) will be final and binding on the contractors
60. Arranging all major components requiring repair/replacement/refill with prior consent and approval of the authorized **National Book Trust, India** Assistant Director (Admn.). (***Only cost of the components shall be reimbursed. The effort involved in procurement and replacement charges shall be deemed to have been included in the contracted amount of this contract.***)
61. The contracting Bidder shall guarantee prompt repairs/replacement/refill of components to minimize interruption. In all probability the Bidder will be required to arrange repair and/ replacement/refill of such damaged components the same day or reasonable time as per situation.
62. **Tools & Tackles:** The bidder should provide all tools and tackles required for the safe and satisfactory maintenance of the related equipment.

F SPECIAL TERMS AND CONDITIONS:

63. **The rates should be quoted at Annexure –VII which should be inclusive of all duties and VATs etc. excluding service tax In case prices are not inclusive of duties, Taxes etc., then the rates at which duties, taxes etc., is required to be paid should be mentioned and if it is not mentioned then it will be presumed that the rates are inclusive of all duties, taxes, VATs etc., and no payment shall be made by National Book Trust, India, New Delhi on this account on a later stage.**
64. **Last three years Income Tax Certificate, Company incorporation certificate, Service Tax Registration, Sales Tax Clearance Certificate dispensed with Sales Tax Registration no. (If any) and Valid Trade License Certificate should be submitted along with tender.**

DURATION OF WORK:

65. Initially contract will be awarded to successful bidder for period of the one year and based on the performance and services rendered may be extended for furthermore 2 years with same terms and conditions.

F MAINTENANCE SCHEDULE:

66. The Bidder has to carry out a quarterly maintenance and submit detail report as per **National Book Trust, India** format for all the equipments / installations mentioned above in the scope of work. It may please be noted that any major repairs or replacement of the equipments will be carried out separately according to necessity and the expenditure will be borne by **National Book Trust, India**.
67. In case of failure of contractor to attend any maintenance, the Director **National Book Trust, India** reserves the right to get the work done departmentally or through any other agency and cost so incurred with 15% supervision charges will be deducted from the contractor's quarterly bill/s.
68. If any of the equipment is out of the service for more than seven days except major work, a penalty of Rs.500/- per day will be levied till the equipment will take in service.
69. If any damage to any equipments and allied accessories occurred due to improper maintenance or negligence in workmanship, the parts/spares will be replaced by the contractor immediately free of cost.

G PAYMENTS:

70. Advance payments will not be made against work order.
71. Payment will be made after rendering satisfactory services for every quarter and receipt of Invoice with related service reports and making all necessary deductions of dues & penalties as contemplated under the contract.
72. Payments will be made through RTGS / NEFT. Bidders should provide their bank details duly signed by authorized signatories along with the copy of cancelled Cheque.
73. Service tax will be reimbursed after receipt of payment made to the concern authorities.
74. TDS will be deducted as per Prevailing Rates.

I. TERMINATION OF THE AGREEMENT:

75. During the currency of this agreement, the **National Book Trust, India** shall have the right to terminate this agreement if it is not satisfied with the performance of the Bidder by giving it minimum 30 days' notice in writing. For this purpose, the **National Book Trust, India** shall be the sole Judge to decide whether the performance of the Bidder is satisfactory or not and such decision of the **National Book Trust, India** shall be final, conclusive and binding on the Bidder and the Bidder shall not be entitled to any compensation in that regard. Furthermore if on account of nonrenewal of the contract and/or termination of this contract, the Bidder has to terminate its employees, then it shall be the responsibility of the Bidder to pay the legal dues to its employees. In the event of noncompliance of legal requirements Bidder it shall be liable for all the costs and consequences.

J MISCELLANEOUS:

76. Any dispute arising out of this contract including any clarification as to the intent or interpretation of any of the provisions of these terms and conditions, the same shall be first referred to /sought from the Director, **National Book Trust, India** whose decision in the matters shall be final and binding on the Bidder. Any other matter relevant to but not covered in the contract shall also be decided by making reference to the Director, **National Book Trust, India** whose decision will be final and binding on the Bidder.
77. The Bidder and the **National Book Trust, India** shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled through Arbitration or through Court of Law within the Jurisdiction of New Delhi. The resultant contract will be interpreted under Indian Laws.
78. The quoted rate of the contracting Bidder shall be deemed to have taken into account all the conditions mentioned above. The Bidder shall visit the **National Book Trust, India** premises and properly assess the scope of work. It shall be presumed the Bidder had inspected the premises and made proper assessment and requirements. Once the rate is quoted and accepted and then subsequently, the Bidder shall not raise any dispute that the rate quoted was less without considering the actual requirements.

Signature and seal of the Bidder

Date:

Address:

ANNEXURE – I

To,

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

Subject: Tender for Annual Maintenance Contract for Fire Fighting Equipment and Hydrant Systems at National Book Trust, India, New Delhi-110070.

You're Ref. No: . NBT, India/AMC/FIREFIGHT/./2014-15; Dt.....

Dear Sir,

With respect to the tender enquiry, I / We hereby submit my / our tender in a required format. I / We have adhered to the requirements prescribed by National Book Trust, India, New Delhi. I / We have carefully gone through the guidelines / terms and conditions and prescribed format and I / We accept the same without any alternations / modifications.

Thanking you,

Yours faithfully,

Signature and seal of bidder

Date:

Address:

ANNEXURE-II

CERTIFICATE FOR THE SITE INSPECTION

I / We (M/s. _____)
have certified that we have visited the site on _____ and
assessed the nature and amount of work involved before submitting our offer.

We will be able to complete the works within the stipulated time and also that we will be able to
execute the work suit to the site conditions.

Bidder Signature and seal with date

**Assistant Director
National Book Trust, India
New Delhi - 110070**

ANNEXURE III

BIDDER DETAILS

1. Earnest Money Deposit (EMD) (To be enclosed with Technical Bid)		Demand	Draft	No.
		_____ dated _____ for _____ Rs. _____ drawn on (Name of the Bank)		
		in favour of National Book Trust, India , New Delhi payable at New Delhi		
S.No	Required Information			
1.	Name and registered address of the Individual/firm/company			
2.	Legal status (Individual / proprietor, partnership firm, limited company, corporation, cooperative society, etc.			
3.	Name of the contact person, Designation, Telephone No., Fax No., E-mail id			
4.	Month and Year of commencement of service business.			
5.	Prop./Bidder should be qualified Fire Engineer (BE) (copy to be attached)			
6.	Statutory details (Photocopies to be attached)			
5.1	Registration number of the firm. (As per Shop and Establishment act.)			
5.2	Registration number under Delhi Fire Service			
5.3	Service Tax – Registration number			
5.4	VAT No. – Registration number			
5.5	PAN No.			
5.6	E.S.I No.			
5.7	P.F. No.			
7.	Financial Capabilities Attach last 3 years income tax returns, audited statement of accounts, balance sheet and profit loss statement certified by CA.			
	Details	FY 2012-13	FY 2013-14	FY 2014-15
i.	Annual Turnover (Minimum 5 Lakhs)			
ii.	Net Profit			
iii.	Loss if any			

Signature and seal of Bidder

ANNEXTURE V
INDEMNITY BOND

This deed of Indemnity is made this _____ day of _____ 2015 between M/s. _____, (hereinafter called "The Contractor" which expression shall unless repugnant to the context or meaning Thereof include its successors and assigns) of the FIRST PARTY and **DIRECTOR, NATIONAL BOOK TRUST, INDIA, NEW DELHI**, a Trust having its Registered Office at New Delhi National Book Trust, India Nehru Bhawan', 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 (hereinafter called the "Trust" which expression shall unless repugnant to the context or meaning thereof include its successors and assigns) of the SECOND PARTY.

WHEREAS the Contractor has, inter alia, agreed with the Trust to execute the work "**Annual Maintenance Contract for Fire Fighting Equipments and Hydrant Systems at NBT, India, New Delhi**" on the Terms & Conditions contained in the Notice Inviting Tender No. NBT, India/AMC/FIREFIGHT/...../2015-16;Dt..... made between the Trust and the Contractor.

Whereas the Contractor has to furnish an Indemnity of the said Agreement. It is now agreed by and between the Parties hereto as follows:

1. In accordance with the said Agreement, on the Contractor furnishing this Indemnity, the Contractor hereby undertakes to indemnify the Trust and keep the Trust indemnified from time to time against any loss caused due to mishandling, mis- operating or improper maintenance etc. or damage caused to or suffered by the Trust by reason of any breach or breaches on the Contractor's part of any of the Terms & Conditions contained in the said Agreement and in the event the contractor shall make any default or defaults in carrying out any of the works under the said Agreement or otherwise in observance or performance of any of the Terms & Conditions relating thereto in accordance with the true intent and meaning thereof, the Contractor shall forthwith on demand and without demur pay to the Trust such sum or sums as may be claimed by the Trust as losses, damages, costs, charges or expenses by reason of such default or defaults on the Contractor's part.
2. Notwithstanding anything to the contrary in these presents or in the said Agreement The Trust's decision as to whether the Contractor has made any default or defaults or the amount or amounts to which the Trust is entitled by reason thereof will be binding on the Contractor for the purpose of this Indemnity and the Contractor shall not be entitled to ask the Trust to establish its claim or claims under this Indemnity but will pay the same on demand without any objection provided always the mutual rights under the said Agreement shall not in any way be prejudiced by reason of such demand by the Trust and payment by the Contractor under this Indemnity and the claims under the said Agreement (which Shall be settled in accordance with the said Agreement) without prejudice to the Trust's rights to demand immediately under this Indemnity and the Contractor's liability to pay the same.
3. This Indemnity shall continue and hold good until it is released by the Trust in writing on the Contractor's application after expiry of relative Guarantee period of the said Agreement and after the contractor has discharged all his obligations under the said Agreement and submitted a "NO DEMAND CERTIFICATE" from the Trust under the said Agreement. The Indemnity Bond shall be valid for a minimum period of CONTRACT PERIOD and renewable thereof (Claim Period).

4. The Trust will have the fullest liberty from time to time to enforce or forbear to enforce any of the Terms & Conditions of the said Agreement and the Contractor shall not be released from his / their liability under this Indemnity by the exercise of the Trust 's liberty with reference to the matters aforesaid or by reason of any time being given to the Contractor or any forbearance, act or omission on the Trust's part or any indulgence by the Trust to the Contractor or by any variations or modifications of the said Agreement or any other act, matter or thing whatsoever on the Trust's part.
5. This Indemnity and the powers and provisions herein contained are in addition to and not by way of limitation or substitution for any other guarantee, indemnities hereto before given to the Trust by the Contractor and this indemnity does not revoke or limit such indemnities or guarantee.

IN WITNESS WHEREOF the Parties hereto have executed these presents the day the year First hereinabove written.

Name and sign of the Contractor

**Assistant Director
National Book Trust India,
New Delhi - 110070**

In the presence of following Witness

1. _____

2. _____

ANNEXURE- VI

AGREEMENT

This Agreement is made on the _____ day of _____ 2015

Between

- (1) The National Book Trust (NBT), India is an apex body established by the Government of India (Department of Higher Education, Ministry of Human Resource Development) in the year 1957 having its office at Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 (Hereinafter referred to as "**National Book Trust, India**") PARTY OF THE OF THE FIRST PART, and
- (2) {Name of Agency with address}, (Hereinafter referred to as "Agency") PARTY OF THE OF THE SECOND PART. WHEREAS the **National Book Trust, India** invited bids for Annual Maintenance Contract for Fire Fighting Equipments and Hydrant Systems at **National Book Trust, India**, New Delhi and has accepted a Bid by the Agency for the same in the sum of Rs. _____ (Rupees _____). (Hereinafter referred to as "The Contract Price")

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

01. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
02. The following documents shall constitute the Contract between the **National Book Trust, India** and the Agency, and each shall be read and construed as an integral part of the Contract:
 - (1) This Contract Agreement
 - (2) General Terms and Conditions of Contract
 - (3) Special Conditions of Contract
 - (4) Technical Requirements (including Schedule of Requirements, Scope of the Work and Technical Specifications)
 - (5) The Agency's Bid and original Price Schedules
 - (6) Work order
 - (7) {Add if any other documents.}
03. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

04. In consideration of the payments to be made by the NATION BOOK TRUST, INDIA to the Agency as hereinafter mentioned, the Agency hereby covenants with the NATION BOOK TRUST, INDIA to Annual Maintenance Contract for Fire Fighting Equipments and Hydrant Systems at Nation Book Trust, India, New Delhi and to remedy defects therein in conformity in all respects with the provisions of the Contract.

05. The NATIONAL BOOK TRUST, INDIA hereby covenants to pay the Agency in consideration of the Annual Maintenance Contract for Fire Fighting Equipments and Hydrant Systems at National Book Trust, India, New Delhi and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed accordingly on the day, month and year indicated above.

For and on behalf of the NATIONAL BOOK TRUST, INDIA, New Delhi

For and on behalf of the Agency

Signed:

Signed:

Designation:

Designation:

In the presence of Witness

In the presence of Witness

Name:

Name:

Sign:

Sign:

Address

Address



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

**PRICE BID FOR ANNUAL MAINTENANCE CONTRACT FOR FIRE FIGHTING
EQUIPMENTS AND HYDRANT SYSTEMS**

Particulars	Amount Quoted (inclusive all duties and VAT excluding Service Tax)
Fire Fighting Equipments and Hydrant Systems	Rs.

Place

Date

Name

Signatures with stamp

& Full Address



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

LIST OF EQUIPMENTS/MATERIALS OF FIRE FIGHTING AND HYDRANT
SYSTEM FOR REAIR AND REPLACEMENT

S.No.	Description of Equipment	Quantity	Approx. Rate for repair/replacement
1.	Air Vessel complete at terrace		
2.	Single headed hydrant valve		
3.	RR Fire Hose pipe of 15 mtrs length each with made a female coupling		
4.	First aid fire hose reel with shut off Nozzle and tube		
5.	Hydrant hose cabinet with locking arrangements sand Glass		
6.	Sprinkler control valve of 100 mm dia complete gong Bell etc.		
7.	2 way fire brigade inlet connection		
8.	Pressure Gauge		
9.	Sprinkler head pendent type		
10.	Sprinkler head upright type		
11.	Smoke detectors lionization type with base		
12.	Response Indicators		
13.	Manual Call Point		
14.	Electronic hooter		
15.	Fire Alarm control panel complete		
16.	P.A. System complete		
17.	All Local Control panels		
18.	Fire Extinguishers : Water CO2 Type (9 Ltrs.)		

19.	Fire Extinguishers: DCP Type (5 kg.)		
20.	Fire Extinguishers : A.B.C.		
21.	Proposed Diesel Fire Pump		

The quantity of materials mentioned in the list is tentative.

Place
Date

Name
Signatures with stamp
& Full Address