

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

21st NEW DELHI WORLD BOOK FAIR
04th FEBRUARY TO 10th FEBRUARY 2013, PRAGATI MAIDAN, NEW DELHI

NOTICE INVITING TENDER

TERMS AND CONDITIONS OF THE TENDER FOR SUPPLY OF HOUSE KEEPING SERVICES AND CONTRACT LABOUR BEFORE AND DURING THE FAIR IN HALLS IN PRAGATI MAIDAN.

NATURE OF WORK

Supply of House keeping services and Contract Labour during the Fair in Hall nos., as per details given in the proforma at **Annexure-I**.

TERMS AND CONDITIONS`

1. The tender shall be submitted on the prescribed tender form (Annexure). Tender should be filled in only as per unit for which it is called for, deviation from which will cause rejection of whole tender.
2. All covers of the tender must be superscribed "21st NDWBF: Tender for supply of House keeping services and Contract Labour" and addressed to the Director, National Book Trust, India, shall be accepted in the office of the National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj Phase-II, New Delhi-110070 till **26.12.2012** at 11:00 am and shall be opened on same day at 02.30 pm. Tenderers or their authorized representative (*only one*) may, if they so desire, be present at the opening of the tenders.
3. 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.
4. The tenderer shall bear all costs associated with the preparation of his tender including cost of preparation for the purposes of clarification of the tender, if so desired by the NBT. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.
5. The tenderer should clarify whether the individual signing the tender or other documents in connection with the tender signs as:
 - 5.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietor, or
 - 5.2 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
 - 5.3 Constituted Attorney if it is a company.
 - 5.4 The tender should be signed either by the proprietor or by his authorised representative. In case of the latter an authority letter should be enclosed with the tender.
6. Incomplete tenders are liable to be rejected. It means Tender should quote for all items. If any item is missed or not quoted the rates for that item, would be termed as Zero and the tenderer would have to do the job free of cost.

- 7.1 All statutory liabilities will be paid by the agency i.e., BMW, ESI, PF, Workmen's Compensation Act, etc. Rates quoted should be inclusive of all these and other expenses like uniform, ID Cards, mobile, wages, etc. Nothing extra besides the rates quoted would be paid except service charges which would be paid as per the rule.
- 7.2 Following Certified/Attested copies must be submitted:
 - a) Certified copy of Income tax returns for last three years.
 - b) Attested copy of Registration.
 - c) Attested copy of EPF registration.
 - d) Attested copy of ESI registration
 - e) Attested copy of service tax registration
8. The numbers mentioned in the schedule may either be increased or reduced at the discretion of the NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
9. 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.
10. If there is a discrepancy in rates between words and figures, the amount in words will prevail.
11. Tenderers shall be required to deposit 5% of total value of contract as Earnest Money Deposit (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.
12. 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.
13. Each tender should be accompanied by documentary evidence of the Tenderer being a registered/approved government contractor and of his having undertaken work of a similar nature. In the absence of documentary evidence, the tender may be rejected.
14. 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.
15. The requirement of security personnel shall vary from day to day, depending upon the exigencies of work.
16. The deployment of various personnel, as per NBT's requirements, shall commence on **2nd February 2013** and shall continue till **11th February 2013**.
17. The personnel by the agency shall be presentable in neat and clean uniform. The NBT at its own discretion shall inspect the same. In case of non-conformity,

penalty as deemed appropriate shall be levied on the agency.

18. Officers of the NBT may inspect the infrastructure/ resources at the disposal of the tenderer.
19. All the personnel would be required to wear uniform with logo of 21NDWBF & name of NBT inscribed on it.
20. All the personnel should wear proper ID card with name and work assigned to them.
21. Supervisor should carry mobiles with them.
22. Two days before commencement of the event a briefing would be held in Pragati Maidan where all the personnel to be deployed need to be present. There the officer-in-charge in NBT would brief all the personnel their duties. All the staff should be present in uniform and proper ID card for inspection. The mobile nos. of all the personnel specified above should be handed over to the officer-in-charge of NBT.

The work of House-keeping personnel has to be specified. It is in discretion of NBT, who, when and how will Security Personnel be deployed to different halls.

Rates quoted should be inclusive of all expenses.

23. The agency shall engage experienced personnel for the job.
24. The Supervisor shall be responsible to maintain the toilets, public areas, aisles and passages in good hygienic condition during the entire period of exhibition from the day of MOVE IN and day of MOVE OUT.
25. All Toilets- Gents and Ladies, at all time shall have cleaner/attendant in a proper uniform and number printed on the uniform of the employee of the contractor.
26. All material used should be good quality & to maintain toilets in good hygienic condition, all such material must be available at all times with the cleaner/attendant at the respective toilet.
27. In case cleaner/attendant has to go for lunch, reliever must replace him before the attendant is relieved so that at no time the toilet is left unattended.
28. The cleaning contractor shall be responsible for taking over/handing over fitting & fixture of existing toilets from ITPO & obtain a handing over receipt and despot the same with NBT office.
29. Toilets in cleaned/hygienic condition shall be kept ready to use on all days between 8.00 a.m. to 8.00 p.m. during the fair and 24 hours during erection & dismantling period for use of worker.
30. Moving big Dust Bin with black Polyethylene Disposable inserted inside should be in the International Hall.
31. The Trust shall not provide any transport, food or any accessory for proper discharge of duties by the agency.
32. Subject to physical attendance of the personnel and at the recommendation of the Controlling Officer appointed by the NBT for the purpose, 80% payment of the billed amount shall be made at the site. The balance payment shall be made within 30 days of the conclusion of the Fair, together with refund of EMD and Security Deposit.
33. 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. The NBT shall however not bind itself to accept the lowest or any tender, wholly or in part.

34. Before award of the contract the successful Tenderer will be required to deposit as Security (refundable) a sum equivalent to 10% of the value of the contract, after adjustment of Earnest Money Deposit 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 completion of the Fair and would be paid at the time of full and final settlement of claims.
35. Security money shall, however, be liable to 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. If the successful contractor backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.
36. 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–I**, without which the tender is liable to be rejected.
 - a. The NBT, India 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.
 - b. The decision of the NBT in this regard would be final and binding.
37. The NBT is not bound to accept the lowest rates 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 rates quoted.
38. 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.
39. The NBT will have discretion to award the contract to more than one agency. In such a condition, other bidders shall work at the lowest accepted rate.
40. **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.

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

21st NEW DELHI WORLD BOOK FAIR
04th FEBRUARY TO 10th FEBRUARY 2013, PRAGATI MAIDAN, NEW DELHI

SUPPLY OF HOUSE KEEPING SERVICES/CONTRACT LABOUR BEFORE AND DURING THE FAIR IN HALL NOS.

PROFORMA

S. No.	Description of personnel	No. of personnel (approx.)	Rate per day per person (in `)
1.	House-keeping Supervisor	12	
1.	Safai Karamchari	80	
2.	Contract Labour	40	

Date:

Signature:

Place:

Name:

Address:

PAN:

I/We undertake to abide and be bound by the terms and conditions of the tender/contract.

List of documents submitted along with the tender:

1. Documentary evidence of the tenderer being a Registered (*under Contract Labour Act*) / approved government contractor and of his having done work of similar nature.
2. Registration Certificate.
3. PAN (attested photocopy of PAN Card).

Sign of the Tenderer
with Official seal,
Tel. No. and date:

Speed Post

F. No. Admn./21WBF/Security Services/2013/

10 December 2012

Sub: Inviting quotations for supply of House Keeping Services and Contract Labour in 21st New Delhi World Book Fair.

Dear Sir,

National Book Trust, India, under Ministry of Human Resource Development, Govt. of India, invites you to quote your lowest rates for providing the above services during the World Book Fair scheduled to be held from 04th February to 10th February 2013 at Pragati Maidan, New Delhi.

You are requested to submit your sealed quotations latest by 11:00 am on **26/12/2012**. The bids shall be opened on same day at 02:30 pm in the presence of the tenderers or their authorized representative (only one).

The Terms & Conditions and Tender form (**Annexure-I**) is enclosed herewith.

The successful bidders will have to deposit `25,000/- as Earnest Money (refundable) and performance security deposit @ 10% of the total quoted value of the tender by way of a demand draft within two days after receiving the work order from the Trust.

Thanking you,

Yours faithfully,

(Kumar Samresh)
Asstt. Director (Admn.)