



राष्ट्रीय पुस्तक न्यास, भारत
मानव संसाधन विकास मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Human Resource Development, Govt. of India

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070

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Chapter - 1

NOTICE INVITING TENDER (NIT)

Tender for installation of Public Address System on hire basis in Hall Nos.6, 7(A-E), 8 to 11, 12, 12A, 14, 18 and other places of ITPO as per requirement for New Delhi World Book Fair to be held from 9 – 17 January 2016 at Pragati Maidan

1. National Book Trust, India, an apex body under Ministry of Human Resource Development, Government of India, desires to call sealed tenders/bids for Installation of Public Address System on hire basis for the New Delhi World Book Fair to be held from 9 – 17 January 2016 at Pragati Maidan, New Delhi.
2. Sealed tenders / bids are hereby invited for installation of Public Address system in Hall Nos.6, 7(A-E), 8 to 11, 12, 12A, 14, 18 and other places of ITPO as per requirements and as per specifications given in the proforma at **Annexure-1**.
3. The Tender document can be obtained from the office of the **Deputy Director (Exhibition), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase – II, New Delhi – 110070** from 04 to 26 November 2015 on any working day between 9.30 a.m. to 5.00 p.m. on payment of ₹ 1000/- in cash or by demand draft/pay order. The Tender document can also be downloaded from our Website: www.nbtindia.gov.in and www.eprocurement.gov.in website. The tenders/bids will be received latest by 10:30 a.m. on 27 November 2015 in the office of the Deputy Director (Exhibition) or can be dropped in the Tender Box placed at the Reception of the Trust.
4. **Schedule of Tender:**

Sl. No.	Tender Schedule	Date and time
1.	Date of Issue of Tender	04-11-2015 to 26-11-2015 (till 5:00 p.m.)
2.	Date of submission of Tender Form	27-11-2015 till 10:30 a.m.
3.	Date of opening Technical & Financial Bids	27-11-2015 at 11:00 a.m. & 2:30 p.m., respectively.
4.	Earnest Money Deposit	₹50,000/-

5. The Contractor should quote in figures as well as in the words the rates and amount quoted by them in the Price Schedule. The amount for each item should be quoted and the requisite totals should also be given. The rates quoted in the Price Schedule shall be inclusive of all taxes, levies etc. except service Tax which shall be paid at the rates applicable from time to time as per applicable Act. Nothing extra shall be payable in addition to the accepted rate as per the Price Schedule. If there is any discrepancy in rates between words and figure, the least amount will prevail.

Earnest Money

6. The Contractor shall be required to deposit a sum of ₹50,000 as Earnest Money Deposit (EMD) in the form of a demand draft/pay order drawn in favour of **National Book Trust, India**, payable at New Delhi. Tenders not accompanied with the requisite EMD shall be rejected summarily.
 - 6.1. The Contractor shall not be permitted to withdraw his/her offer or modify the terms and conditions thereof after acceptance of Tender. In case the Contractor fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the aforesaid amount of earnest money will be forfeited to the Government.
 - 6.2. No claim shall lie against NBT in respect of erosion in value or interest on the amount of EMD or Security Deposit.
7. Each Contractor shall submit only one Tender either by himself/herself or as a partner in joint venture or as a member of consortium. If a Contractor or if any of the partners in a joint venture or any one of the members of the consortium participate in more than one bid, the bids are liable to be rejected.
8. The acceptance of a tender will rest with the Competent Authority of National Book Trust, India, who does not bind itself to accept the lowest tender and reserves the right to reject any or all of the tenders received, without assigning any reasons whatsoever. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.
9. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected.
10. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable for rejection.
11. Tenders shall remain open for acceptance for a period of three months from the date of opening of Technical Bid. If the Contractor withdraws his/her Tender before the expiry of the said period or makes any modifications in terms and conditions of the Tender which are not acceptable to NBT or the contract is not executed within three days from the date of letter of acceptance or the work is not commenced on the stipulated date and time as per the work order then NBT without prejudice to any other right or remedy, will be at liberty to forfeit the EMD.
12. The quantities mentioned in the schedule may 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.

Thanking you,

Yours faithfully,

**DEPUTY DIRECTOR (EXHIBITION)
NATIONAL BOOK TRUST, INDIA**

GENERAL TERMS AND CONDITIONS

Parties

1. The party to the contract is the Contractor (the Contractor to whom the work has been awarded) and the NBT through the Director.

Address

2. For all purposes of the contract including arbitration thereunder, the address of the contractor mentioned in the Tender shall be final unless the Contractor notifies a change of address by a separate letter sent by registered post with acknowledgement. The Contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

Contractor

3. The term contractor shall mean Company, Firm or the Party to whom the contract is awarded and his/their heirs, legal representatives, assignees and successors.

Parameters of Work

4. The parameters of work shall mean work as specified and forming part of this contract.

Tenders

5. The tender shall be submitted on the prescribed Tender Form (**Annexure-1**).
 - 5.1 The entire set of tender document should be submitted and also signed on the last page together with initials on every page. Initial/signature will indicate the acceptance of the tender papers by the Contractor. All corrections are to be initialed.
 - 5.2. The NBT will award the contract to the Contractor whose tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Contractor is determined to be qualified to perform the contract satisfactorily. A Tender determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the Contractor by correction of non-conformity.
 - 5.3. The Contractors 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. If there is a discrepancy in rates between words and figures, the least amount will prevail.
 - 5.4. 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.
 - 5.5 The Contractor shall bear all costs associated with the preparation of his/her Tender including cost of preparation for the purposes of clarification of the tender, if so desired by NBT. The NBT, in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

5.6. The quantities mentioned in the schedule may 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.

5.7. The Tender shall remain open for consideration for a period of 03 months from the date of opening of the Tender.

5.8. The Contractors, in their own interest, are advised to inspect the site and see its physical condition before submitting tenders.

Signing of Tender

6. Individual signing the Tender or other documents related to contract must specify whether he/she signs as:

(a) A sole proprietor of the concern or constituted attorney of such sole proprietor;

Or

(b) A partner of the firm, should it be a partnership firm, in which case he/she must have authority to execute contract on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

Or

(c) Director or a principal officer duly authorized by the Board of Directors of the Company.

NOTE:

1. In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamp paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the Tender.

2. In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.

3. A person signing the Tender Form or any documents forming part of the Tender on behalf of another person should have an authority to bind such other person and if, on enquiry, it appears that the person so signing had no authority to do so, the Director, NBT without prejudice, may cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

4. The Contractor should sign and affix his/her firm's stamp at each page of the Tender and also at all its Annexures as the acceptance of the offer made by the Contractor which will be deemed as a contract and no separate formal contract will be drawn. **NO PAGE SHOULD BE REMOVED/DETACHED FROM THIS NOTICE INVITING TENDER.**

5. Any correction, mutilation or overwriting in figures of rates should be supported by your signature, otherwise the quotation may not be considered.

6. 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.

Tenders placed in sealed covers (in two envelopes duly marked as TECHNICAL BID (Envelope-I) and Financial BID (Envelope-II) marked on top as “Tender for Installation of Public Address System on hire basis for “New Delhi World Book Fair, 2016” and the name of the applicant.

Note :

- The inner envelope shall also indicate the name and address of the applicant.
- If the outer envelope is not sealed or marked as prescribed above, the Tender may be rejected summarily.

Opening of Tender

7. The NBT will open the tenders in the presence of the Contractor or his/her authorized representative, who may choose to attend at the following location:

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

7.1. The Contractor is at liberty either himself/herself or authorizes one representative to be present at the time of opening of the Tender. The representative attending the opening of the Tender on behalf of the Contractor should bring with him/her a letter of authority from the Contractor and proof of his/her identification.

7.2. The sealed tenders, super-scribed "**NDWBF – 2016 : Tender for Installation of Public Address System on hire basis**" should be addressed to the Director, National Book Trust, India and may reach to the Office of the Deputy Director (Exhibition), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj Phase-II, New Delhi – 110 070 **by 10:30 a.m. on 27 November 2015. The Technical Bids will be opened on 27 November 2015 at 11.00 a.m. and the Financial Bids will be opened on 27 November 2015 at 2:30 p.m.**

Award of Tender

8. The NBT will have discretion to award the contract to more than one Contractor. In such a condition, other Contractors shall work at the lowest accepted rate.

8.1. When deemed necessary, the NBT may seek clarification on any aspect from the Contractors. However, that would not entitle the Contractor to change or cause any change in the price quoted. The NBT may, if so desired, ask the Contractor to give presentation for the purpose 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 Contractor.

Criteria for Evaluation of Tenders

9. The NBT will examine the Tenders to determine whether - they are complete, any computational errors have been made, the documents have been properly signed, and the Tenders are generally in order.

9.1. The evaluation of all responsive tenders will be made on the basis of information furnished in the Tender. The reasons for selection or rejection of a particular Tender will not be disclosed.

Validity of Bids

10. The bids shall be valid for a period of 03 months from the date of opening of the tenders.

Right of Acceptance

11. The NBT reserves the right to accept or reject any or all tenders/quotations, and to annul the tender process without assigning any reason whatsoever and also does not bind itself to accept the lowest quotation or any Tender for that matter. The NBT reserves the right to discharge any or all of the tenders of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning any reasons and incurring any liability to the affected Contractor or Contractors on the grounds for NBT's action.

11.1. The 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 Contractors.

11.2. Any failure on the part of the contractor to observe the prescribed procedure and any attempt will prejudice to the Contractor's interest and his/her Tender will be rejected forthwith. The NBT also has the right to relax any condition of the Tender before/after opening of tenders. The decision of the NBT in this regard will, however, be final.

11.3. Representatives of the NBT shall have the authority to inspect the office(s)/godowns of the Contractor before awarding the contract.

Communication of Acceptance/Right of Acceptance

12. The successful Contractor will be informed of the acceptance of his/her Tender. The necessary instructions regarding the amount and time provided for Security Deposit, if any, will be communicated.

Performance Security

13. The successful Contractor will be required to deposit Performance Security amount (refundable) for a sum equivalent to 10% of the total value of the contract within 03 working days from the receipt of the Work Order, after adjusting EMD in the form of a Demand Draft/Pay Order drawn in favour of **National Book Trust, India**, payable at Delhi. The Security Money deposited by the successful Contractor will be retained till full and final settlement of the claims is made.

Payment

14. 50% payment of the total value of the contract will be made at the fair ground of the Book Fair subject to a physical verification and satisfactory report submitted by the approved Physical Verification Committee of NBT. The amount of 50% payment will be curtailed / stopped, if any negative report is received from the Physical Verification Committee. The remaining payment shall be made at the Headquarters along with refund performance security amount **without any interest** on completion of Book Fair, if the work of the Contractor is up to the satisfaction of the NBT.

Force Majeure

15. Neither party shall be at default, if a failure to perform any obligation hereunder is caused solely by supervening conditions beyond that party's reasonable control, including acts of God, civil commotion, strikes, acts of terrorism and government or public authority's demands or requirements.

Insolvency etc.

16. In the event of the firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing any resolution or making any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified the NBT reserves the right to terminate the contract without prior notice and the contract may be awarded to the next eligible Contractor.

Breach of Terms And Conditions

17. In case of breach of any of terms and conditions mentioned above, the Competent Authority reserves the right to cancel the work order/job without assigning any reason thereto and nothing will be payable by NBT in that event and the Performance Security including EMD shall also stand forfeited.

Subletting of Work

18. The Contractor shall not assign or sublet the work/job to any other person or party. In case of subletting, the Performance Security and EMD shall stand forfeited and such Contractor can also be blacklisted for future tendering of NBT.

Arbitration

19. If any difference arises concerning this Agreement, its interpretation or the payment to be made thereunder, the matter shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing Sole Arbitrator to be appointed by the Chairman, NBT. The arbitration proceedings shall take place at New Delhi and shall be conducted in English or Hindi. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed there under and in force shall be applicable to such proceedings. Any unresolved disputes would be subjected to the jurisdiction of Delhi courts only.

Legal Jurisdiction

20. The agreement shall be deemed to have been concluded in the National Capital Territory of Delhi and all obligations hereunder shall be deemed to be located at the NCT of Delhi and the Court within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

CONDITIONS SPECIFIC TO THE CONTRACT

1. The Contractor shall, at his/her own cost, set up an office, near the NBT's office at the fair site to be manned round the clock from 6 to 17 January 2016 and with the facility of a telephone, detail of which should be available with the NBT office.
2. Each Tender should be accompanied with documentary evidence of:
 - a) The Contractor being a registered/approved Government Contractor ;
 - b) The Contractor should have done work of a similar proportionate/magnitude; and
 - c) The Contractor should have filed the Income Tax Return for last 03 Assessment Years (2013-14, 2014-15 and 2015-16) and Service Tax Return of last 01 Assessment Year (2015-16).
3. The successful contractor would be handed over the site for installation of PA system by **11:00 a.m. on 6 January 2016** and he should start the work immediately and complete the same **by 2:00 p.m. on 8 January 2016**. Apart from this, he/she shall also be required to install PA Systems at different places as required. The instructions for installation such PA Systems shall be given to him/her six hours before it is required and the Contractor has to provide the same within stipulated time. After completion the said job, the Contractor must seek for the completion certificate from each Hall-in-Charge mentioned therein the date and time of completion of job and get it countersigned by Deputy Director (Exhibition) / Assistant Director (Exhibition). The Contractor should take such order in writing from the officer of NBT instructing for such installations of PA Systems without which the payment will not be made.
4. **On conclusion of the fair, all equipments related to PA system, electrical items, etc. must be dismantled and removed by 11:59 p.m. on 17 January 2016.** This has to be ensured by Contractor that the halls are cleared by the stipulated date and time otherwise the Contractor would be liable to pay all the penalty/rent as imposed by ITPO to NBT and such penalty shall be adjusted by NBT from the Contractor's final bill/EMD/Performance Security/ /Guarantee or through legal action.

Penalty

5. EMD and Performance Security amount shall, however, be liable to be forfeited if 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 awarding the contract, the EMD and Performance Security both are liable to be forfeited.
6. The Contractor shall deploy a technically qualified Team of representatives consisting of two or three staffs in each Hall to monitor the work of installed PA Systems, who shall report to the Officer-in-Charge of the respective Hall and to Deputy Director (Exhibition) / Assistant Director (Exhibition) both. In case, suitable or required number of persons are not deployed then penalty of 20% on total bill shall be imposed on Contractor.
7. It shall be the duty of the Contractor to ensure that all electrical / PA System installed are properly checked and ready during the inaugural function and other programmes /seminars, etc. If any problem occurs during the programme i.e. speaker/mike not working or recording is not being done, disturbance in the sound, etc., 25% penalty on the total bill per programme shall be imposed since it tarnishes the image of the Trust.

8. In case of failure to complete the job in time, the NBT shall impose a penalty of ₹5,000 per hour apart from legal action, which the NBT may deem fit. The contractor may also be blacklisted for future work. In such situation, the NBT shall have the right to make alternate arrangement for completion of work through some other Contractor of its choice. In that event the entire cost so incurred by the NBT for getting the work from other Contractor will have to be borne by the original Contractor and such amount shall be deducted from the Bill / EMD / Performance Security amount of the original contractor.
9. In the event of items not being in required quantities or specifications, penalty of 20% of the quoted rate of the component and 10% on total bill will be imposed.
10. 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**, without which the tender is liable to be rejected.

PARAMETERS FOR EXECUTING THE WORK (QUALIFICATION CRITERIA)

1. The firm should be registered and should have existence of **at least 3 years**.
2. The firm has to declare the Company profile such as partnership/ proprietorship/Memorandum & article of Association of the company.
3. The firm should have the experience of working with Central or State Government / Public Sector Undertaking and Autonomous bodies or Non-Government Organization of similar nature for 3 years and had successfully completed work of similar nature and magnitude.
4. The contractors should have engaged an electrical supervisor, who possesses a valid electrical supervisor license issued by the Chief Electrical Inspector of a State or any other competent authority to undertake the electrical work properly. A copy of the license of the supervisor should be attached with the Tender Document.
5. Certified copy of Income Tax Return for last 03 Assessment Years (2013-14, 2014-15 and 2015-16).
6. Self-attested copies of Service Tax Return of last 01 Assessment Year (2015-16) and Registration. The Contractor, who has the turnover of ₹10.00 lakhs and below in a Financial Year, they need not to submit the proof of returns filed and registration with Excise Department. However, the Contractor has to submit an undertaking that their turnover is ₹10.00 lakhs and below.
7. Self-attested copy of PAN card.
8. Declaration in Affidavit on Non Judicial Stamp Paper of ₹10/- duly countersigned by Notary that they have not been banned or debarred by any Govt./Quasi Government Department or PSUs & all documents/information submitted by them are genuine and correct.
9. Specimen, Signature, Name, Address, Contact No., designation/capacity of the person signing the tender document on plain paper.
10. The turnover of the firm for last three years should not be less than **6.00 (Six) Lakhs** each continuously for the preceding three years.

Signature of the Contractor _____

with Official seal _____

Tel. No. and date: _____

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070

**NEW DELHI WORLD BOOK FAIR
(9 – 17 January 2016)
Pragati Maidan, New Delhi**

Annexure-1

**Proforma for Installation of Public Address System on hire basis in
Hall Nos.6, 7(A-E), 8 to 11, 12, 12A, 14, 18 & other places of ITPO as per requirement**

Sl. No.	Description of work	Approx. Qty	Rent per unit per day (₹)	Total rent (inclusive all taxes) for entire duration per unit (₹)
1	General PA system, including equipment, wiring and installation of amplifier of 100 to 250 watts in Hall Nos.6, 7(A-E), 8 to 11, 12, 12A, 14, 18 and other places of ITPO as per requirement. The system should be of the following brands/make:	15		
	a) Bose			
	b) Philips			
	c) JBL			
	d) Ahuja			
	The rates should be quoted for each brand separately.			
2	General PA system, including equipment, wiring and installation of amplifier of 100 to 250 watts for outside various Halls and other places of ITPO as per requirement. The system should be of the following brands/make:	1		
	a) Bose			
	b) Philips			
	c) JBL			
	d) Ahuja			
	The rates should be quoted for each brand separately.			

3	Speakers of 15 to 20 watts with Line Matching Transformer (LMT) of the following brands/make:	250		
	a) Bose			
	b) Philips			
	c) JBL			
	d) Ahuja			
4	Loudspeakers of 50 to 100 watts with LMT of the following brands/make:	25		
	a) Bose			
	b) Philips			
	c) JBL			
	d) Ahuja			
5	CD Player with music CD's of branded make (*)	3		
6	Microphone with low intensity of 600 Ω			
	a) With Cord	30		
	b) Cordless	20		
7	Complete PA system for various functions including installation, operations etc. (Speakers, columns, amplifier, microphone with facility of recording) per day as per the above specifications at Sl.No.1	50 Pro-grames approx.		
	a) Bose			
	b) Philips			
	c) JBL			
	d) Ahuja			
	The rates should be quoted for each brand separately.			
	a) Rates per day			
	b) Rates per programme			

Note:- (*) The Contractor shall also arrange for PPL and other license required to play that particular Music CD.

8	Light & Sound Complete PA system for various functions at various Halls and or open air theatre of Pragati Maidan including installation, operations (Speakers, columns, amplifier, microphone with facility of recording) per day as per the above specifications at Sl.No.1			
	a) Monitors	1		
	b) Tops	1		
	c) Bass	1		
	d) Amplifier	1		
	e) Audio Mixer	1		
	f) Channels	1		
	g) Effect Rack	1		
	h) Cables Ext	1		
	i) Follow Light	1		
	j) Base Guitar Amplifier	1		
	k) Lead Guitar Amplifier	1		
	l) D.I. Box	1		
	m) Lights Par-64	1		
	n) Lights Led Par	1		
	o) Lights Moving hade	1		
9	LED TV of 42" with floor stand having port for attaching DVD Player and USB	1		
10	LED TV of 52" with floor stand having port for attaching DVD Player and USB	1		
11	LED Wall Screen of size 8'x12' with Ramp (with operator)	1		

Note: - The PA system in general should adequately cater to hall sizes.

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

Dated: _____

Signature: _____

Place: _____

Name: _____

Address: _____

PAN No: _____

Application Form

National Book Trust, India
Nehru Bhawan,5, Institutional Area, Phase-II, Vasant Kuni
New Delhi – 110 070

From

To
The Director,
National Book Trust, India
New Delhi – 110 070

Tender No.

Dated:

Sub. : **Submission of Tender for installation of public address system, on hire basis in Hall Nos.6, 7(A-E), 8 to 11, 12, 12A, 14, 18 and other places of ITPO as per requirement for New Delhi World Book Fair 2016.**

Dear Sir,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to National Book Trust. I/We shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards the quality of service and in case of any dispute; the decision of the Director, National Book Trust shall be final and binding on me/us.

As desired, the Tender Fee and EMD vide Demand Draft Nos. (1) _____ (2) _____ Dated (1) _____ (2) _____ drawn on _____ respectively in favour of National Book Trust, India payable at New Delhi are enclosed. I fully understand that in the event of my/our tender being accepted, you shall adjust this earnest money in security deposit payable by me/us for the faithful and satisfactory execution of the contract.

The details of the documents as required in Chapter – 4 are submitted as under:

1. Registration Number of the Firm _____
2. Service Tax Number _____
3. PAN Card Number _____
4. Electrical License Number _____

I/We shall have no claim to the refund of earnest money/Performance Security prescribed against this tender in the event of my/our non compliance of the contract, provided such contract is implemented within the period of validity of my/our tender.

I/We further understand that my/ our earnest & performance guarantee money shall stand forfeited in case of unsatisfactory services/violation of any term/terms or if I/We withdraw my tender at any stage during the period of validity.

The tender shall remain valid for a period of three months from the opening of the Tender against the above-mentioned notice. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration

I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unconditional acceptance.

Thanking you,

Yours faithfully,

Place

Name _____

Date

Signatures with stamp _____

& Full Address _____

TENDER FORM - I TECHNICAL INFORMATION AND UNDERTAKING

Contractor must provide the documents according to the prescribed serial order as stated below (Delete whichever of the following is not applicable before submitting the NIT or prepare a fresh format. Contractor may use separate sheet wherever required)

1. Name of the Contractor/Party
2. Nature of the concern
(i.e. sole proprietor or partnership firm or a company or a Government Department or a Public Sector Organization)
3. Present Address
4. Permanent Address
5. Earnest Money Amount :
6. DD No. & Date, Name of the Bank/cash receipt no. of NBT, if deposited in cash.
7. Permanent Account Number
8. Copy of the Service Tax Return for the last 01 Assessment Year (2015-16).
9. Copy of the Income Tax Return for the last 03 Assessment Years (2013-14, 2014-15 and 2015-16).
10. Whether each page of NIT and its Annexure have been signed and stamped (Yes_____ / No_____) Please Tick.
11. Proposed date to start work **6 January 2016**.
12. List of Major Customers may be given on a separate sheet and proof of satisfactory execution of work.
13. Proof of the last three financial years' turnover of the firm, which should not be less than **06 (Six) Lakhs** each continuously for the preceding three years.
14. Whether copies of authenticated balance sheet for the past three years enclosed.
15. Experience certificate of supplier covering execution to various State Govt./Central Government, PSUs or Non-Governmental Organization of similar nature.
16. The Supply Order from the concerned Unit/Deptt. should be submitted, in support of the experience.
17. Declaration in Affidavit on Non Judicial Stamp Paper of ₹ 10/- duly countersigned by Notary that they have not been banned or debarred by any Govt./Quasi Government Department or PSUs & all documents/information submitted by them are genuine and correct.

17. The contractors should have engaged an electrical supervisor, who possesses a valid electrical supervisor license issued by the Chief Electrical Inspector of a State or any other competent authority to undertake the electrical work properly. A copy of the license of the supervisor should be attached with the Tender Document.
18. Any other information important in the opinion of the Contractor.

UNDERTAKING

1. I/we undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of the NBT and shall abide by them.
2. I/we further undertake that the information given in this tender are true and correct in all respect and I/we hold the responsibility for the same.

(Signature of the Contractor with stamp of the Firm)

Dated: _____

Place: _____