

Speed post

F. No. Admn./Parking Area/2013/

29th April 2013

Sub: Inviting tender for making shades for the parking area at the office premises of Vasant Kunj

Dear Sir,

Sealed Tenders are invited on behalf of National Book Trust, India, under Ministry of Human Resource Development, Govt. of India, from reputed contractors/firms for "Making Shades" at parking area of Vasant Kunj office Premises. The period of completion of the work is 15 days.

You are requested to submit your sealed quotations latest by 11:00 am on **6/05/2013**. The bids shall be opened on same day at 02:30 pm in the presence of representative bidders 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.)**

Encl: As above

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

NOTICE INVITING TENDER

TERMS AND CONDITIONS OF THE TENDER FOR MAKING SHADES IN THE OFFICE PARKING AREA OF VASANT KUNJ PREMISES

NATURE OF WORK

Making shades in the office parking area of Vasant Kunj Premises as per details given in the Performa at **Annexure-I**.

TERMS AND CONDITIONS`

1. The firm should be registered and have existence of at least 3 years in Govt Depts./Corporation/State PWD/PSUs/PSU Banks/Corporate/Multinational Companies and having permanent Account Number (PAN).
2. The Tenderer should have satisfactorily completed at least 3 similar works
3. The contractor shall submit attested copies of registration, details of turnover during the last 3 years
4. List of similar completed works alongwith certificate of satisfactory completion, while applying for issue of tender document.
5. 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.
6. Interested parties should submit their tenders in sealed envelope in a two bid format. Two sealed envelopes marked as **Technical Bid & Financial Bid** would be placed in a single envelope. On top of envelope it should be clearly inscribed “Tender for making shades in the office parking area” 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 **6.5.2013** 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
7. 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.
8. 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.
9. The tenderer should clarify whether the individual signing the tender or other

documents in connection with the tender signs as:

- 9.1 A “sole proprietor” of the firm or constituted attorney of such sole proprietor, or
- 9.2 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
- 9.3 Constituted Attorney if it is a company.
- 9.4 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.
- 10 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. .
11. 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 service tax registration
12. 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.
13. If there is a discrepancy in rates between words and figures, the amount in words will prevail.
14. Tenderers shall be required to deposit Rs.25,000/- 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.
15. 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.
16. Each tender should be accompanied by documentary evidence of the Tenderer being a registered and of his having undertaken work of a similar nature. In the absence of documentary evidence, the tender may be rejected.
17. The Tenderers, in their own interest, are advised to inspect the site and see its physical condition before submitting tenders.

18. The tenderer's name, modifications, if any, withdrawal of tenders, and such other details as the NBT may consider appropriate will be announced in the meeting.
19. 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.
20. 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.
21. 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.
22. 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.
23. 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.
24. 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 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.
25. 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.
26. 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.

27. 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.

28. Total Project Cost

The total cost of the project is approx. 12 Lakhs.

Payment :

100% of payment would be released after satisfactory completion of the Project and issue of completion certificate.

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

Making shade in the parking area of Vasant Kunj office premises.

PROFORMA

| S.No. | Description of Items | | Approx. area | Estimated Cost (in lacs) | Quoted Rates (in lacs) |
|-------|--|---|--------------|--------------------------|------------------------|
| 1. | <p>Rates quoted include Design Engineering & Fabrication, transportation, Erection & Commissioning</p> <p>Scope of work Submission of Civil Structural/ Material/Drawings Foundation Bolts & Templates Columns, Rafters, Purlins, Sagrods, Bracings, Roofing Sheets, Galvanized Fasteners, Hi-strength Nuts & Bolts, Accessories including Ridge, Gutters & Flashings</p> <p>Type</p> <p>Width</p> <p>Length</p> <p>Clear Height</p> <p>Type of Bracing on Roof & Wall</p> <p>Roof Panel</p> <p>Girts</p> | <p>TCMS (Tapered Column Clear Span)</p> <p>18 ft. (O/O of Steel Coloum)</p> <p>290 ft. (O/O of Steel Coloumn)</p> <p>3 Mtr. Clear Under the knee</p> <p>Diagonal Rod/Angle Bracing (as per design)</p> <p>0.50 MM TCT Colour* Coated HI-RIB Profile sheets</p> <p>Sidewall Girts and Endwall Girts are mounted on the Exterior face of the main</p> | 5220 Sqft. | 12 Lacs | |

| | | | | | |
|--|--------------|--|--|--|--|
| | Fasteners | column Mechanically galvanized Hexagonal headed self drilling fasteners with intergral EPDM seals | | | |
| | Paint Finish | All primary and secondary members shall be supplied with factory applied one coat of zinc chromatered oxide primer | | | |

*Colour of the roof should be aesthetically Brick colour/Maroon as that of our Building colour.

Date:

Signature:

Place:

Name:

Address:

PAN:

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

Note: Rates quoted should be inclusive of all taxes except service tax which would be paid as per rules.

List of documents submitted along with the tender:

1. Documentary evidence of the tenderer being a Registered/ 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: