



## 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

Phone:+91 11 2670 7700

Email: [office.nbt@nic.in](mailto:office.nbt@nic.in), Web: [www.nbtindia.gov.in](http://www.nbtindia.gov.in)

#### **TENDER NOTICE**

National Book Trust, India (NBT), an autonomous organization of the Government of India, Ministry of Human Resource Development, invites sealed Quotations from registered and reputed firms in the prescribed Tender Form for **Renovation of Ten Rooms in Guest House Block** inside its headquarters office premises at 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi.

Tender Document can be obtained from the Deputy 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 **16.03.2020 to 06.04.2020** against payment of Rs.1,180/- including 18% GST in cash/ Demand Draft or the tender documents can be downloaded from NBT website [www.nbtindia.gov.in](http://www.nbtindia.gov.in). In such a case, the Tender fee may be remitted through bank draft/banker's cheque drawn 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](http://www.eprocurement.gov.in).

<b>Start of Sale of Tender Document</b>	<b>: From date of release of advertisement 16.03.2020 to 06.04.2020 (upto 4:00 p.m.)</b>
<b>Cost of Tender document</b>	<b>: Rs. 1,180/- including 18% GST</b>
<b>Earnest Money Deposit</b>	<b>: Rs. 1,00,000/-</b>
<b>Date of Pre-Bid Mitting</b>	<b>: 24.03.2020 at 11:00 a.m.</b>
<b>Last date of receipt of Bids</b>	<b>: 06.04.2020 upto 4.00 p.m.</b>
<b>Date of opening of Tender</b>	<b>: 07.04.2020 at 11:00 a.m. (Technical Bid &amp; Financial Bid)</b>

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

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1 | Signature of Tenderer with Stamp)



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  
Tel.: 011-26707700-756/873

Website: [www.nbtindia.gov.in](http://www.nbtindia.gov.in), E-mail: [ad.admn@nbtindia.gov.in](mailto:ad.admn@nbtindia.gov.in)

## **TENDER DOCUMENT**

### **TENDER FOR RENOVATION OF NBT GUEST HOUSE ROOMS**

National Book Trust, India (NBT) an autonomous organization of the Government of India, Ministry of Human Resource Development intends to renovate/ repair 10 rooms inside its Guest House Block at 5, institutional Area, Phase-II, Vasant Kunj, New Delhi. The detailed specifications of renovation/ repairing job for each room are given in Annexure-I. Taking into account the given specifications, the best competitive rates may be quoted in prescribed Annexure-II. Last date for submission of the Bids is 06.04.2020 upto 4.00 p.m.

### **TERMS AND CONDITIONS**

#### **1. Eligibility Criteria**

- 1.1. The Bidder should have at least 3 years' renovation/ repairing work experience in Govt. offices/ Institutions/ Corporate Offices. A certificate to this effect must be submitted.
- 1.2. Bidder should have handled turnover of aggregate billing of minimum Rs.2.00 Crore per annum during each of the three preceding years.
- 1.3. Bidder must have sufficient and qualified supervisory staff to ensure providing of satisfactory renovation services to NBT.
- 1.4. **Essential Parameters for Qualification in Technical Bids:**
  - Self-attested copy of PAN card.
  - An Affidavit of Rs. 10/- duly signed and stamped by Notary (Photocopy of the affidavit will not be accepted stating that
    - "The Bidder firm has not been Debarred or blacklisted by any Government, Quasi Government, PSU or Autonomous Organization is required to be enclosed".
    - "Bidder should not have defaulted on any bank/financial institution loans in the past. There should not be any statutory dues or disputed liability".
  - Specimen signature, name, address, contact no., designation/capacity of the person signing the tender document on letter head are required to be enclosed.

- Experience Certificate as per clause 1.1 above from the Administrative Head of the unit where services were provided or Work Order should be enclosed.
- Copy of Audited Profit & Loss Account and Balance Sheet for the last 3 financial years i.e. 2016-17, 2017-18 & 2018-19.
- Self-attested copy of Registration Certificate.
- Last 2 years' GST Return copy i.e. 2017-18 & 2018-19 & self-attested copy of GST Registration
- Demand Draft for Tender fee Rs.1,180/- including 18% GST.
- Performance Security will be 10% of the value of contract.
- Demand Draft for Earnest Money Deposit of Rs.1,00,000/-.

## 2. Two bid system tender

Separate Technical and Financial Bids duly sealed and superscribed as “**Technical Bid for renovation of NBT Guest House rooms**” and “**Financial Bid for renovation of NBT Guest House rooms**” should be submitted as per Bid details given in the document and addressed to **Deputy Director (Admin), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110070**, must reach on the above address latest by 16.00 hrs. on 06.04.2020.

The Tender not submitted in the prescribed format(s) or incomplete in any respect is liable for rejection. NBT is not responsible for non-receipt of quotations within the specified date and time due to any reason including postal delays, holidays etc.

### **Envelope – I (Technical Bid):**

The Technical Bid should be complete in all respects and contain all the required information except rates. The Technical Bid should include all the components asked for in Annexure II. The format prescribed for submission of Technical Bid is as under:

- Covering letter
- EMD in the form of an Account payee Demand Draft drawn in favour of “**National Book Trust, India**”, for Rs.1,00,000/-.
- The Company profile
- Experience/Details of operation in the last 3 years
- Duly signed copy of Tender Document
- Technical Documentation, if any
- All Documents mentioned under clause 1.4

### **Envelope – II (Financial bid):**

3. The Financial Bid should give all relevant price information as per Annexure –II. The bid form must be filled in completely, without any errors, erasures or alterations. The Financial Bid must not contradict the Technical Bid in any way.

#### **4. Documentation**

The Bidder shall furnish, as part of his Tender, documents establishing his eligibility to participate in the tender and his competence to perform the Contract.

#### **5. Earnest Money Deposit**

Bidder must submit Earnest Money Deposit (EMD) of Rs.1,00,000/- (One Lakh only) in the form of a Demand Draft drawn in favour of “**National Book Trust, India**”.

#### **6. Costs**

The Bid should include the following

- Rates of services or other additional items, if any, should be inclusive of all taxes and statutory levies.

#### **Rates Quoted**

The Bidders should quote rates only in Annexure - II

#### **7. Preliminary Scrutiny**

NBT will scrutinize bids to determine whether they are complete, whether any errors have been made in the Technical Bid, whether required technical documentation has been furnished, whether the documents have been properly signed, and whether items are quoted as per the schedule. NBT may, at its discretion waive off any minor non-conformity or infirmity in a bid provided such waiver does not affect relative ranking of other bidders. The decision of NBT in this regard will be final & binding.

#### **8. Clarification on Bids**

To assist in the scrutiny, evaluation and comparison of bids, NBT may, at its discretion, ask some or all vendors for clarification on their bids. The request for such clarification and the response will necessarily be in writing. If deemed necessary, the bidder may be required to give presentation on the proposed Bid.

#### **9. Technical Inspection and Performance Evaluation**

NBT reserves its right to carry out a technical inspection and performance evaluation (benchmarking) of the Bids made by short listing eligible Bidders. This may also include site inspection of the current engagements of the Bidders.

#### **10. Verification**

NBT reserves the right to verify any or all statements made by the Bidder in the tender document and to inspect the Bidder's facilities, if necessary, to establish to its satisfaction about the vendor's capacity to perform the job.

#### **11. No commitment to accept lowest or any tender**

NBT shall be under no obligation to accept the lowest or any Bid received in response to this Tender Notice and shall be entitled to reject any or all bids including those received late or incomplete bids without assigning any reason whatsoever.

## **12. Shortlisting of bidders**

NBT will make a list of technically qualified Bidders. The Financial Bids of only such qualified Bidders will be opened.

## **13. Cancellation of contract**

NBT reserves the right to cancel the Tender process /Contract without assigning any reason. However, some of the grounds on which contract can be cancelled are detailed below. (This list is only illustrative and not exhaustive).

- Serious discrepancy in providing of the required services by the contractor.
- Breach of any terms and conditions of the tender by the Contractor.

## **14. Legal Jurisdiction**

The Contract 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 only will have jurisdiction to the exclusion of all other Courts.

## **15. Income Tax as applicable will be deducted at source**

The Contractor shall provide, inter-alia, the following services in NBT cafeteria on an on-going basis:-

- a) To provide renovation of NBT Guest House rooms.
- b) The contractor will be responsible for removal and proper disposal of waste material, garbage etc.
- c) It is necessary to provide copy of valid license from authorities concerned/ Govt. regulatory bodies along with the tender document.
- d) Bid should be valid for 60 days from opening of Technical bids.
- e) The contractor will be fully responsible for repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by NBT. Furniture provided to the contractor will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the Contractor at his cost.
- f) The size and weight including quality of various items should be approved by NBT. No new items would be introduced without approval of NBT. No rate will be revised without prior approval of NBT.

## **16. Awarding of job**

Initially, job will be awarded for one room. Subsequently, on a satisfactory Inspection Report from the approved committee of NBT, job for the remaining rooms will be assigned. Inspection for the balance nine rooms will also be conducted by an approved Committee of NBT. Any deviation in quality of work/ material from the approved sample room will render the contractor liable to penalty of 20% of the total contract value.

**17. Penalty clause**

Failure to execute any job regarding renovation of rooms will render the Contractor liable to penalty as may be decided by NBT. The decision of NBT with regard to the quantum of penalty shall be final and binding on the Contractor

**18. Performance Security**

Before award of the contract the successful Bidder will be required to deposit **10% of contract value as Performance Security** (refundable) in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at Delhi. The Performance Security deposited by the Contractor will be retained till completion of the job. It will be forfeited by order of the Competent Authority of NBT, India in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance of the job.

## **GENERAL TERMS AND CONDITION OF CONTRACT**

### **1. Parties**

The parties to the contract are the Contractor (the successful Tenderer to whom the work has been awarded) and the National Book Trust, India through its Director.

### **2. Address**

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 due to NBT. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

### **3. Contractor**

The term contractor shall mean Company, firm or the party to whom the Contract is awarded and his/ their legal heirs, representatives, assignees and successors.

### **4. Specifications of work**

The Specifications of work shall mean the specifications of work as specified in Annexure-I and forming part of this contract.

### **5. Price Bids**

Price Bids shall mean the Annexure-II duly priced with the accepted quoted rates of the contractor.

### **6. Tender Document**

6.1. The entire set of Tender Document issued to the Tenderer should be submitted fully priced and also signed on the each page. Signature will indicate the acceptance of the Tender papers by the Tenderer. The schedule of quantities shall be filled in as follows:

- i) The "Rate" column to be legibly filled using Ball pen both in English figures and English words.
- ii) Amount column to be filled in for each item (rate per unit as well as total amount for required quantity)
- iii) In case of any errors / omissions in the quoted rates, the rates given in the tender marked "original" shall be taken as correct rates. No modifications, writings or corrections can be made in the tender papers by the tenderer, but may at his option offer his comments or modifications in a separate sheet of paper attached to the original tender papers.

- 6.2. NBT reserves the right to reject the lowest or any tender and also to discharge any or all the Tenders of each section or to split up and distribute any item of work to any specialist firm or firms, without assigning reasons.
- 6.3. The Tenderer should note that his tender shall remain open for consideration for a period of 90 days from the date of opening of the Tender.
- 6.4. In case, any genuine shortcoming/complaint is received/noticed in the tender documents at any stage, NBT shall have full right to issue corrigendum rectifying all such shortcomings at later stage.

## **7. Preparation and Submission of Tender**

The tender should be submitted in two parts, namely: (i) Technical Bid and (ii) Financial Bid along with Demand Draft of Earnest Money Deposit placed in the sealed cover containing Technical Bid (Envelope-I). The Financial Bid shall be given in Annexure-II. Each bid should be kept in a separate sealed cover (Envelope-II), addressed to the Deputy Director (Administration), NBT. The outer envelope containing both sealed covers should bear the address, Tender No. and date, subject of tender, date and time of opening of the same. The inner envelopes should be superscripted with Tender No, subject of tender whether the envelope is containing the 'Technical Bid' or the 'Financial Bid' and date of opening of the tender. If the outer envelope is not sealed or marked as prescribed above, the proposal will be rejected summarily.

### **7.1. Signing of Tender:**

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- a) A sole proprietor of the concern or constituted attorney of such sole proprietor;
- b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts 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.
- c) Director or a principal officer duly authorized by the Board of Directors of the Company.

### **N.B.**

- i) 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.
- ii) 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.



- iii) A person signing the Tender Document 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.
- iv) The Tenderer should sign and affix his/her firm's stamp at each page of the tender and all its appendices as the acceptance of the offer made by the Tenderer will be deemed as a contract NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.
- v) No correction, mutilation or overwriting in figures of rates should be made; otherwise the Bid will not be considered.

## **8. Rates quoted**

The rates should be quoted for all items mentioned in Annexure-I. However, the GST will be paid as per rule.

## **9. Opening of Tender**

The Tenderer is at liberty either himself or authorize not more than one representative to be present at the opening of the tender. The representative attending the opening of the Tender on behalf of the Tenderer should bring with him a letter of authority from the Tenderer and proof of identification.

## **10. Criterion for Evaluation of Tenders**

The evaluation of the tenders will be made first on the basis of technical and commercial information of the Firm/Agency. The Financial Bids of those firms which are found eligible based on technical parameters (as per page no.12) only will be opened. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in tender document.

The work will be awarded to the L-1 Bidder. In case the financial bid of more than one Bidder is same as L-1, the work will be awarded to the firm which gets the maximum marks in Technical evaluation.

## **11. Earnest money**

- 11.1. Earnest Money of Rs.1,00,000/- (One Lakh only) should be submitted in the form of a Demand Draft along with Technical Bid of the Tenders.
- 11.2. Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited by NBT.

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9 | Signature of Tenderer with Stamp)

11.3. The tenders without Earnest Money Deposit will be summarily rejected.

11.4. No claim shall lie against NBT in respect of erosion in value or interest on the amount of Earnest Money Deposit or Security Deposit.

## **12. Validity of bids**

The Bids shall be valid for a period of 90 days from the date of opening. This has to be so specified by the Tenderer in the Financial Bid.

## **13. Communication of acceptance/right of acceptance**

NBT reserves all rights to reject any Tender including those Tenders which fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific Tender. The decision of NBT in this regard will be final and binding. Successful Tenderer will be informed of the acceptance of his tender. Necessary instructions regarding the amount and time allowed for Security Deposit will be communicated.

## **14. Performance Security**

The Bidder would have to submit the performance guarantee to the value of 10% of the total contract value in the form of Demand Draft or in the form of Bank Guarantee to NBT within 10 days from the day of issue of work order. The Earnest Money Deposit of Rs. 1,00,000 (Rupees One Lakh only) shall be adjusted against the Performance Guarantee to be submitted by the successful Bidder. The Performance Security will be forfeited by NBT in the event of any breach or negligence or non-observance of any conditions of contract. Performance Security shall be retained by NBT for a period of 60 days after completion of the work and will be refunded thereafter without any interest.

## **15. Force Majeure**

Neither party shall be in 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, Labour disputes and government or public authority's demands or requirements.

## **16. Insolvency etc.**

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 of any resolution or making of 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 NBT shall have the power to terminate the contract without prior notice.

## **17. Breach of terms and conditions**

In case of breach of any terms and conditions mentioned above, NBT will have the right to cancel the Work Order without assigning any reason therefor and nothing will be payable by NBT in that event and the Security Deposit shall also stand forfeited.

## **18. Subletting of work**

The firm shall not assign or sublet the work or any part of it to any other person or party.

## **19. Arbitration**

If any difference arises concerning this Contract, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30days, 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 Secretary, Department of Legal Affairs. Such request shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The arbitration proceedings shall take place at New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1990 and the rules framed there under and in force shall be applicable to such proceedings.

## **20. Legal jurisdiction**

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 in the NCT of Delhi and the Courts within NCT of Delhi will have jurisdiction to the exclusion of all other Courts.

## **21. Change in Quantities:**

The quantities mentioned in Annexure I may be increased or decreased at the discretion of NBT and no claim in this regard will be entertained. If considered necessary, any item could be dropped completely.

## **22. Penalty for deviation:**

In the event of deviation from the quality and brand specifications laid down by NBT, penalty as may be decided by NBT will be imposed and such a decision will be binding on the Contractor.

**Essential Technical Parameters for technical evaluation of Bids**

<b><u>S. NO.</u></b>	<b><u>Item</u></b>	<b><u>Points</u></b>
1.	The firm should have existence of at least 3 years. Registered with the concerned authorities of Labour Dept. under Contract Labour (R&A) Act 1970 and Delhi Works Contract Act (wherever applicable)	Essential Requirement
2.	Certified copy of Income Tax Returns & Audited Balance Sheet and Profit & Loss A/c for last three years 2016-17, 2017-18 & 2018-19	Essential Requirement
3.	Attested copy of Registration Certificate of the Firm	Essential Requirement
4.	Attested copy of GST Registration & GST Return for year 2017-18, 2018-19, 2019-20	Essential Requirement
5.	Attested copy of EPF registration.	Essential Requirement
6.	Attested copy of ESI registration.	Essential Requirement
7.	Attested copy of PAN card	Essential Requirement
8.	Specimen. Signature, Name, Address, Contact No. , designation/capacity of the person signing the tender document on letterhead of the Firm.	Essential Requirement
9.	The firm has to declare the Company profile such as partnership/ proprietorship/ company etc.	Essential Requirement
10.	The firm should be ISO certified.	-
11.	The firm should have the experience of working with Central/ State Government /PSU/Autonomous Organization/ Hospital/ Institution/ University for 3 years. (Documentary proof to be enclosed)	Essential Requirement
12.	Certificate regarding minimum 3 contracts supported by some documentary proof in shape of certificate.	Essential Requirement
13.	Certified copy of last three years' Audited Profit & Loss Account showing minimum annual turnover of Rs. 2.00 Crore each year continuously from similar services.	Essential Requirement

**TECHNICAL BID**

1. THE FIRM
  - a. Name \_\_\_\_\_
  - b. Regd.Address \_\_\_\_\_
  - c. Address of Office at Delhi/NCR \_\_\_\_\_
  - d. Contact Person's
    - i) Name &Design. \_\_\_\_\_
    - ii) Address \_\_\_\_\_
    - iii) Tel No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_
    - iv) Email ID \_\_\_\_\_
  
2. Type of Firm :  
Proprietary; Partnership; Private Ltd./Public Ltd./PSU (Please tick and enclose copy of Memorandum/ Articles of Association/ Certificate of Incorporation) \_\_\_\_\_ (Pl. specify)
  
3. PAN : \_\_\_\_\_ (Please enclose photocopy)
  
4. TIN No.: \_\_\_\_\_ (Please enclose photocopy)
  
5. GST. No.: \_\_\_\_\_ (Please enclose photocopy)
  
6. EPF Registration No.: \_\_\_\_\_ (Please enclose photocopy)
  
7. ESI Registration No.: \_\_\_\_\_ (Please enclose photocopy)
  
8. Copy of License No. \_\_\_\_\_
  
9. Copy of Registration under Contract Labour /Delhi Contract Act.
  
10. Copy of Income Tax Return for the last three years.
  
11. Annual Turnover for the last 3 years : (Should be minimum Rs. 2.00 Crore as per Audited Profit & Loss Account)  
  
2016-17 \_\_\_\_\_  
  
2017-18 \_\_\_\_\_  
  
2018-19 \_\_\_\_\_

12. ITR/Audited Balance Sheet and Profit & Loss Account etc. for the year 2016-17, 2017-18 & 2018-19 enclosed.

13. Earnest money details: Demand Draft  
No. \_\_\_\_\_ dated \_\_\_\_\_ Amount Rs.1,00,000/-  
Drawn On \_\_\_\_\_

**Signatures of authorized signatory**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Seal:

**TENDER APPLICATION FORM**



**NATIONAL BOOK TRUST, INDIA**  
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: [www.nbtindia.gov.in](http://www.nbtindia.gov.in)

From

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To  
The Director,  
National Book Trust, India  
5, Institutional Area, Phase-II,  
Vasant Kunj, New Delhi – 110 070

Tender No.  
Dated:

Sub.: **Submission of Tender for Renovation of NBT Guest House (10 Rooms).**

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 Director, National Book Trust shall be final and binding on me/us.

A Demand Draft No./Cash Receipt no. of NBT, (if deposited in cash) \_\_\_\_\_ Dated \_\_\_\_\_ drawn on \_\_\_\_\_  
\_\_\_\_\_ for the prescribed amounts in favour of National Book Trust, India payable at New Delhi is enclosed towards Tender fee and Earnest Money Deposit as required. I fully understand that in the

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15 | Signature of Tenderer with Stamp)

event of my/our tender being accepted, you shall adjust this Earnest Money Deposit against Security Deposit payable by me/us for the faithful and satisfactory execution of the contract.

My/our PAN No \_\_\_\_\_ and GST No \_\_\_\_\_.

I/WE shall have no claim to the refund of Earnest Money/Security Deposit prescribed against this tender in the event of my/our noncompliance of the contract.

I/We further understand that my/our Earnest Money Deposit shall stand forfeited in case of unsatisfactory execution/violation of any term/terms or if I/We withdraw my tender at any stage during the period of validity.

My/our tender shall remain valid for a period of 90 days from the date of opening. My/Our Tender along with terms and conditions with relevant columns and appendix 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 proprietor/general or special attorney attached is submitted for your consideration.

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

Thanking you,

Yours faithfully,

Place  
Date

Name  
Signatures with stamp  
& Full Address



**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 NBT and shall abide by them.
  
2. I/we further undertake that all the information given in this Tender are true and correct in all respects and I/we hold the responsibility for the same.




(Signature of the Tenderer with stamp of the firm)

Date

Place

**Annexure-I****SPECIFICATIONS FOR RENOVATION OF NBT GUEST HOUSE (10 ROOMS)**

<b>S. No</b>	<b>Description</b>	<b>Image</b>	<b>Qty</b>	<b>Area (sqft)</b>	<b>Unit price</b>
<b>BATHROOM</b>					
1.	Wash Basin - A Single bowl, Mozio Ceramic Table Top Wall Hung Basin Enzo (White). Dimension: 365mm x 465mm x 175mm with chrome plated 40mm waste fittings, Water Tap, overflow, chrome plated bottle trap with 75mm deep seal and chain waste fitting.(Make Hindware)		1		
2.	Wc - Ceramic Floor Mounted European Water Closet, S Trap with Slim Hydraulic Soft Close Seat Cover 54cm x 35cm x 41cm - Ivory Color (Off White Color) with Jet Hand Free Spray & Toilet Spray (Crome finish), Flush Tank. Mount Type : Floor Mount , Trap Type : S Trap ,Trap Distance : 80mm / 3 Inch (Make Hindware)		1		
3.	Plumbing Work - Provide and Installation the CPVC Pipe, PVC Pipes, Elbows, Tees, Bends etc. in washroom.				
4.	Mirror - Providing and Installation the Mirror above the wash basin. Size – 900 mm x 500 mm with Chrome Finish Fitting.		1		
5.	Towel Hung - Providing and Installation the Panther H/R Anti- Corrosive and Stainless Steel Polo Towel Ring, One Size (Chrome Finish)		1		
6.	SBD - Providing and Installation the ABS Plastic Mirror Finish Shower Lotion, Gel, Conditioner, Liquid Shampoo Pump Soap Dispenser		1		
7.	Towel Rack - Providing and Installation the Stainless Steel Folding Towel Rack for Bathroom. Length - 450mm		1		
8.	Providing & Installation the Bathroom 1 nos Wall Mixer with Hand Shower Arrangement and 1 nos Tap & 1 nos shower which have SS Material & Crome Finish. Make (Hindware )				

9.	Providing & Installation the Stainless Steel Toilet Paper Holder (Silver)		1		
10.	Providing & Installation the Stainless Steel 208 Curio Soap Dish Holder with Toothbrush Holder (Silver		1		
11.	Providing and Executing false ceiling in Wash Room Area of a Room to be made Gypsum Grid Ceiling (Asbestos) as per design and requirement.			90	
12.	Firstly Remove the Existing tiles and then Providing and Fixing the tiles size 1 foot X1foot in Floor (antiskid) & Wall (P&f) Ceramic of Washroom on 1:4 cement mortar with cement mortar including grouting, cleaning complete. (make- Kajaria or somany)			345	
13.	Providing and Fixing the Geyser .ie. 25 ltr. (Hevells)		1		
14.	Providing and Fixing the Washbasin Slab (Granite) which have 100 mm Thickness. Size - 900 x 600 mm.			8	
15.	Providing stainless steel Dustbin.		2		
16.	Providing and Fixing the fancy light above the Washbasin mirror (Syska /Hevells/Phillips)		1		
17.	Providing the Cove Light in the Ceiling (Syska /Hevells/Phillips)		6		
18.	Providing and fixing in position 38 mm thick BWR grade single solid core 1X2.1 Teak wood door shutters with real wooden cladding and melamine finish and 10 mm thick matching wood lipping all- round the shutters including ,stoppers, mortise lock, SS handle with all necessaries SS hardware of Droma /Dorset make complete . size 6'3"X6'9"/7"-7'3"		1		
19.	Glass cubical for shower area- Providing and installation of Glass cubical for shower area made of 8 mm thick toughened glass with all required hardware and accessories.			42	

<b>BED ROOM</b>					
20.	Providing and Executing false ceiling in Bedroom Area of a Room to be made Gypsum Sheet Ceiling (Asbestos) as per design and requirement.			250	
21.	Firstly Remove the Existing tiles and then Providing and Fixing the tiles in Floor Wooden Texture tiles of Room with Skirting. (Kajaria/Somany)			250	
22.	Providing BED without Storage but Bed head Include with it structure to be made with 19mm and 12 mm ply with 1mm Laminate (Virgo) used as per Design and Hardware will be of Godrej. Size - 2100 x1800mm		1		
23	Providing Side Table Stool with 2 Drawer structure to be made with 19mm and 12 mm ( Pre-Laminated Commercial Board ) used as per Design and Hardware will be of Godrej. Size - L 450 x W 450 x H 600 mm		2		
24.	Providing wall Lamps (Phillips /Havells)		2		
25.	Providing and Fixing Main Door Which is 40- 50 mm Thickness Commercial Door Board and 1 mm Wooden Laminate Applied. Size - 2100 x 900 mm		1		
26.	Providing and Fixing Double Curtain Rod with Curtain.				
27.	Providing Wardrobe structure to be made with 19mm and 12 / 6 mm ( Pre-Laminated Commercial Board ) used as per Design and Hardware will be of Godrej.		1	1400	
28.	Providing Mattress for bed with 150 mm Thick .Size - 900 x 2100		2		
29.	Providing Cushion.		2		
30.	Providing Pillow for bed.		2		
31.	Providing Cotton Bed Sheet With Pillow & Cushion Cover & also attached Bed Mattress.		1 set		
32.	Electrical work - include Wiring (Havells) & Accessories of Electrical - Switch Board, Switch (5 and 15 Amp),Socket (5 and 15 Amp),Wiring on Ceiling and Ac Fitting.				
33.	Providing the Concealed Light in the Ceiling (1 footX1 foot) (hevalls or Syska)		8		

34.	Providing Study Table structure to be made with 19mm and 12 / 6 mm ( Pre-Laminated Commercial Board ) used as per Design and Hardware will be of Godrej. Size - L 900 x W 600				
35.	Providing Study Chair		1		
36.	Providing Seating chair.		2		
37.	Providing Centre table. D-900mm		1		
38.	Providing TV Shelf structure to be made with 19mm and 12 / 6 mm ( Pre-Laminated Commercial Board ) used as per Design and Hardware will be of Godrej.				
39.	Providing LED TV 45 inch (LG or Samsung)		1		
40.	Providing Strip Light. (Phillips or Syska)		10 meter		
41.	Providing Rugs				
42.	Applying Royal Paint on wall.(Asian )			700	
43.	Voltas 1.5 ton 3 star split AC with installation		1 nos		
44.	Providing 2seater and 1seater sofa set		1+1		

# FINANCIAL BID

## ANNEXURE-II






To,




**The Deputy Director (Admin)  
National Book Trust, India  
Nehru Bhawan, 5, Institutional Area,  
Phase-II, Vasant Kunj,  
New Delhi – 110 070**

**SUB: Quotation for renovation/ repairing of NBT Guest House Rooms.**

Sir,

With reference to the Tender Notice dated \_\_\_\_\_ regarding renovation/ repairing of 10 rooms of NBT Guest House at Vasant Kunj, New Delhi, we hereby submit our rates for each room/per room as under:

S. No	Description	Image	Qty	Area (sqft)	Unit Rate
<b>BATHROOM</b>					
1.	Wash Basin - A Single bowl, Mozio Ceramic Table Top Wall Hung Basin Enzo (White). Dimension: 365mm x 465mm x 175mm with chrome plated 40mm waste fittings, Water Tap, overflow, chrome plated bottle trap with 75mm deep seal and chain waste fitting.(Make Hindware)		1		
2.	Wc - Ceramic Floor Mounted European Water Closet, S Trap with Slim Hydraulic Soft Close Seat Cover 54cm x 35cm x 41cm - Ivory Color (Off White Color) with Jet Hand Free Spray & Toilet Spray (Crome finish), Flush Tank. Mount Type : Floor Mount , Trap Type : S Trap ,Trap Distance : 80mm / 3 Inch (Make Hindware)		1		
3.	Plumbing Work - Provide and Installation the CPVC Pipe, PVC Pipes, Elbows, Tees, Bends etc. in washroom.				
4.	Mirror - Providing and Installation the Mirror above the wash basin. Size – 900 mm x 500 mm with Crome Finish Fitting.		1		
5.	Towel Hung - Providing and Installation the Panther H/R Anti- Corrosive and Stainless Steel Polo Towel Ring, One Size (Chrome Finish)		1		
6.	SBD - Providing and Installation the ABS Plastic Mirror Finish Shower Lotion, Gel, Conditioner, Liquid Shampoo Pump Soap Dispenser		1		
7.	Towel Rack - Providing and Installation the Stainless Steel Folding Towel Rack for Bathroom. Length - 450mm		1		

8.	Providing & Installation the Bathroom 1 nos Wall Mixer with Hand Shower Arrangement and 1 nos Tap & 1 nos shower which have SS Material & Crome Finish. Make (Hindware )				
9.	Providing & Installation the Stainless Steel Toilet Paper Holder (Silver)		1		
10.	Providing & Installation the Stainless Steel 208 Curio Soap Dish Holder with Toothbrush Holder (Silver)		1		
11.	Providing and Executing false ceiling in Wash Room Area of a Room to be made Gypsum Grid Ceiling (Asbestos) as per design and requirement.			90	
12.	Firstly Remove the Existing tiles and then Providing and Fixing the tiles size 1 foot X1foot in Floor (antiskid) & Wall (P&f) Ceramic of Washroom on 1:4 cement mortar with cement mortar including grouting, cleaning complete. (make- Kajaria or somany)			345	
13.	Providing and Fixing the Geyser .ie. 25 ltr. (Hevells)		1		
14.	Providing and Fixing the Washbasin Slab (Granite) which have 100 mm Thickness. Size - 900 x 600 mm.			8	
15.	Providing stainless steel Dustbin.		2		
16.	Providing and Fixing the fancy light above the Washbasin mirror (Syska /Hevells/Phillips)		1		
17.	Providing the Cove Light in the Ceiling (Syska /Hevells/Phillips)		6		
18.	Providing and fixing in position 38 mm thick BWR grade single solid core 1X2.1 Teak wood door shutters with real wooden cladding and melamine finish and 10 mm thick matching wood lipping all- round the shutters including ,stoppers, mortise lock, SS handle with all necessaries SS hardware of Droma /Dorset make complete . size 6'3"X6'9"/7"-7'3"		1		
19.	Glass cubical for shower area- Providing and installation of Glass cubical for shower area made of 8 mm thick toughened glass with all required hardware and accessories.			42	

BED ROOM					
20.	Providing and Executing false ceiling in Bedroom Area of a Room to be made Gypsum Sheet Ceiling (Asbestos) as per design and requirement.			250	
21.	Firstly Remove the Existing tiles and then Providing and Fixing the tiles in Floor Wooden Texture tiles of Room with Skirting. (Kajaria/Somany)			250	
22.	Providing BED without Storage but Bed head Include with it structure to be made with 19mm and 12 mm ply with 1mm Laminate (Virgo) used as per Design and Hardware will be of Godrej. Size - 2100 x1800mm		1		
23.	Providing Side Table Stool with 2 Drawer structure to be made with 19mm and 12 mm ( Pre-Laminated Commercial Board ) used as per Design and Hardware will be of Godrej. Size - L 450 x W 450 x H 600 mm		2		
24.	Providing wall Lamps (Phillips /Havells)		2		
25.	Providing and Fixing Main Door Which is 40-50 mm Thickness Commercial Door Board and 1 mm Wooden Laminate Applied. Size - 2100 x 900 mm		1		
26.	Providing and Fixing Double Curtain Rod with Curtain.				
27.	Providing Wardrobe structure to be made with 19mm and 12 / 6 mm ( Pre-Laminated Commercial Board ) used as per Design and Hardware will be of Godrej.		1	1400	
28.	Providing Mattress for bed with 150 mm Thick .Size - 900 x 2100		2		
29.	Providing Cushion.		2		
30.	Providing Pillow for bed.		2		
31.	Providing Cotton Bed Sheet With Pillow & Cushion Cover & also attached Bed Mattress.		1 set		
32.	Electrical work - include Wiring (Havells) & Accessories of Electrical - Switch Board, Switch (5 and 15 Amp),Socket (5 and 15 Amp),Wiring on Ceiling and Ac Fitting.				
33.	Providing the Concealed Light in the Ceiling (1 footX1 foot) (hevalls or Syska)		8		
34.	Providing Study Table structure to be made with 19mm and 12 / 6 mm ( Pre-Laminated Commercial Board ) used as per Design and Hardware will be of Godrej. Size – L 900 x W 600				
35.	Providing Study Chair		1		
36.	Providing Seating chair.		2		
37.	Providing Centre table. D-900mm		1		



38.	Providing TV Shelf structure to be made with 19mm and 12 / 6 mm ( Pre- Laminated Commercial Board ) used as per Design and Hardware will be of Godrej.				
39.	Providing LED TV 42 inch (LG or Samsung)		1		
40.	Providing Strip Light. (Phillips or Syska)		10 meter		
41.	Providing Rugs				
42.	Applying Royal Paint on wall.(Asian )			700	
43.	Voltas 1.5 ton 3 star split AC with installation		1 nos		
44.	Providing 2seater and 1seater sofa set		1+1		

GST as applicable will be chargeable extra.

Name: .....  
Signature.....  
Seal of the Firm with  
Name, Address and Contact Numbers

Date:

Place:

**N.B.:** No cutting/ correction and over-writing should be made in any column of Financial Bid.

**CHECK LIST** - The Tenderers should ensure the following before submission of the Technical and Financial Bids:

S.No.	Particular(s)	Yes	No
<b><u>TECHNICAL BID</u></b>			
1.	Tender document is properly indexed with page numbers		
2.	Name of the Tenderer/Party is mentioned		
3.	Nature of concern		
4.	Present Address		
5.	Permanent Address		
6.	Earnest Money Deposit (EMD)		
7.	Each page of Tender document is signed and stamped		
8.	List of Major Customers is given on a separate sheet and proofs of satisfactory execution of work are enclosed		
9.	Proof of last three years' turnover of the firm		
10.	Self-attested copy of PAN Card		
11.	Self-attested copies of Audited Profit & Loss Account and Balance Sheet for last three years		
12.	Self-attested copy of the Income Tax Return for last 03 years		
13.	Self-attested copy of the GST Registration/ Return filed		
14.	Experience of working with Central or State Government/Public Sector Undertaking, Autonomous Bodies of Central Government, State Government or National Level Professional Bodies in India or abroad of providing similar services for 03 years (copies of work orders need to be attached)		
15.	Specimen signature, name, address, contact No., designation/ capacity of the person OR authorized person signing the Tender Document on letterhead		
<b>FINANCIAL BID</b>			
1	Rates are quoted in the Tender Form (Financial Bid) - Specifications of Work/Bill of Quantity in Annexure-II		

**NOTE: - The Tenderers who do not fulfil and submit the above documents will not be considered and will be liable for rejection of their Bids.**