

ANNEXURE – I

Cost of Tender Form: Rs.2000/-
[Rupees Two thousand only]

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

NOTICE INVITING TENDER
For Purchase of Paper for the Year 2013-14

Last date for submission of Tender: **6 January 2014** by **04:00 p.m.**
Opening of Tender **7 January 2014** at **11:00 a.m.**

National Book Trust, India, an autonomous organization under the Ministry of Human Resource Development, Department of Secondary and Higher Education, Government of India invites to submit sealed Tender for the supply of paper stated in the Annexure-III and IV. If you are in a position to quote for supply in accordance with the requirement stated in the Tender form, please submit your Tender to this office in the prescribed manner.

The Tenderers shall submit the Annexure-I, II, III and IV duly filled in and signed and stamped by the authorized signatory on each and every page. **Tenders not submitted in the prescribed form and as per the terms and conditions stated in the Annexure - I shall be liable for rejection.**

1. The terms and conditions to the Tender are as contained in Annexure – I.
2. Acceptance of terms and conditions as stated in Annexure - II duly signed and stamped by the Tenderer and also signed by a witness. No separate contract shall be signed.
3. The specifications and quantities of the paper to be purchased in MTs are stated in Annexure - III. The break-up of supplies in reams is given in Annexure - IV. You may quote your rates for each item separately.
4. An authorized distributor/dealer will have to submit an authorisation letter from the mill(s) along with the request letter for the purchase of Tender Document. If the tender form has been downloaded from the website, authorization letter may be attached with the technical bid.
5. The sealed Tender, in the prescribed form should be sent to the **Joint Director (Production), National Book Trust, India**, Nehru Bhawan, 5 Institutional Area, Vasant Kunj, Phase II, New Delhi–110 070 so as to reach on **6 January 2014 by 4.00 p.m.**
6. The Tender shall be opened on **7 January 2014** at **11:00 a.m.** If you desire, you may either be present yourself or authorize a representative to be present at the time of opening of the Tender.

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

Last date for submission of Tender: **6 January 2014 by 04:00 p.m.**
Opening of Tender: **7 January 2014 at 11:00 a.m.**

TERMS AND CONDITIONS OF THE TENDER

1. PREPARATION OF TENDER

- a) The Tender document is not transferable.
- b) All Annexures I to IV of the Tender Form should be returned intact whether or not you quote for any item. The pages should not be detached but, when items are not being Tendered for, corresponding space should be defaced by using words such as **“Not Quoting”**.
- c) In the event of insufficient space on the Annexure-III, you may attach additional pages. Each additional page must be numbered consecutively bearing the date of opening of Tender. In such cases, references to the additional pages must be made in the Tender Form.

2. SIGNING OF TENDER

- a) An individual signing the Tender or other documents connected with a contract must specify whether he has signed in the capacity of :
 - i) A **“sole proprietor”** of the firm or the constituted attorney of such sole proprietors;
 - ii) A partner of the firm, if it be a partnership, in which case he must have the authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney;
 - iii) A constituted attorney of the **“firm”** if it is a company.

NOTE :

- a) In case of (ii) above, either a copy of the partnership agreement or general power of attorney, duly attested by a Notary Public, or an affidavit on stamped paper or all the partners admitting execution of the partnership agreement or the general power of attorney should be furnished to the National Book Trust, India.
- b) In case of partnership firms, where no authority to refer disputes concerning the business of the partnership has been conferred on any partner, the Tender and all other related documents must be signed by every partner of the firm.
- c) A person signing the Tender Form or any documents forming part of the Contract on behalf of another shall be deemed to warranty that he has the authority to bind such others and if, on inquiry, it is discovered that the person so signing had no authority to do so, the National Book Trust, India may, without prejudice to other civil and criminal remedies, cancel the Contract and hold the signatory liable for all costs and damages.
- d) Each and every page of the Tender containing Annexure – I, II, III and IV duly filled in should be signed and stamped by the Tenderer.

3. COST OF TENDER FORM

The Tender Form should be purchased by the Tenderers from the NBT, Hq. Cost of the Tender Form is **Rs.2000.00**. In case the Tender Form has been downloaded from the NBT website www.nbtindia.org.in, a separate demand draft for **Rs.2000.00** in favour of **National Book Trust, India** payable at **New Delhi** as the cost of the Tender Form should be placed with the Technical Bid. **The Tenders without paying the cost of Tender Form shall be liable for rejection.**

4. TENDERERS ELIGIBILITY

- a) An authorized distributor/dealer will have to submit an authorization letter in original from the mill(s) along with the request letter for the purchase of Tender Document. The format of authorization letter is attached in the tender form. If the tender form is downloaded from the website, the authorization letter may be enclosed with the technical bid. The tenders without authorization letter and authorization letter not in the given format shall be liable for rejection.
- b) The tenderers shall quote rates only for the items manufactured by the authorized mills from whom the authority letter(s) was/were obtained. In case of any violation of this Clause, the Tender summarily will be rejected.
- c) The Tenderers are supposed to fulfill the terms and conditions given in the Tender Form. **Tenderers not fulfilling the said requirement shall not be considered.**
- d) In a tender, either the Indian agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
- e) If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.

5. EARNEST MONEY DEPOSIT

Earnest Money as mentioned below of the quoted items in the tender should accompany the Tender in the form of a Demand Draft/Pay Order drawn in favour of the **National Book Trust, India** on any bank in **Delhi/New Delhi**. Tenders not accompanied by **Earnest Money in the prescribed form shall be summarily rejected**. Government agencies seeking exemption for depositing Earnest Money should submit the exemption certificate from government of India

Sl. No.	Quality of Paper	Gsm	Approx. Paper to be purchased (MTs)	EMD to be deposited against the each variety [Rs]
1	Matt Art Card	250	188.000	3.15 Lakh
2	Matt Art Paper	130	183.000	3.10 Lakh

Earnest money of the successful Tenderers in respect of paper varieties awarded shall be retained by the Trust till the completion of the contract. The Earnest Money in respect of disqualified items shall be returned without any interest. In such cases, Tenderer has to submit a fresh earnest money of desired amount in the form Demand Draft/Pay Order.

EARNEST MONEY IN ANY FORM OTHER THAN THOSE INDICATED ABOVE SHALL NOT BE ACCEPTED.

6. SECURITY DEPOSIT

- a) Successful Tenderers have to deposit 2.5% of the value of the order placed as Security Deposit by way of Demand Draft or Pay Order or Fixed Deposit Receipt or Bank Guarantee (FDR and Bank Guarantee valid for one year) in addition to the Earnest Money enclosed earlier with the Tender. The Earnest Money and Security Money of successful Tenderers shall be retained till the completion of the supplies upto the month of March 2014 to the satisfaction of the NBT. No interest shall be paid on the earnest money and security deposit.
- b) The successful Tenderers shall have to deposit Security Money **within 10 working days** from the date of order failing which Earnest Money deposit is liable to be forfeited. In case of failing in depositing the security money within the prescribed time period, it shall be taken to understand that the supplier is not willing or not in a position to make the supplies and thereafter NBT shall have the right to get the supplies from any other Tenderers or source, without any notice.

7. DEADLINE FOR RECEIPT OF THE TENDER

Unless otherwise specified in the Tender Form, the Tender documents must reach this office not later than **6 January, 2014 by 4 p.m.** The National Book Trust, India shall not be responsible for any postal/courier delay and any Tender received after the last date and time of the Tender, shall not be entertained.

8. VALIDITY PERIOD OF TENDERS

- a) **The rates quoted shall be valid for a period of one financial year 2013-14** i.e. from the date of awarding contract to 31 March 2014. However, with the mutual consent of both the parties i.e. NBT and the Tenderer, the validity period of Tender may be extended further till the finalization of tender for the next financial year i.e. 2014-15.
- b) Quantities of paper/card mentioned in the advertisement & tender form are the average consumption of paper for the last three years and have been indicated with an objective that the tenderers get the tentative idea of consumption of various varieties of paper and card. The requirement of paper at the time of placing the supply order will be worked out after taking into account the current paper requirement with addition of buffer stock and adjustment of stock in-hand. The quantities of paper/card may be increased, decreased or dropped depending upon the requirement of the Trust at any time without assigning any reasons.
- c) The successful Tenderers shall be responsible for the supply of paper as per the requirement of NBT during the validity period of Tender. The quantities of paper/card purchased by the NBT during the validity period of tender shall completely depend on the number of books to be printed under the Publishing Programme, for the general sale, printing of books against orders received from the various agencies and government departments. In case of excess requirement, over and above the average consumption of paper, the NBT may consider to place the repeat orders for the purchase of paper to the successful Tenderers on the same terms and conditions.
- d) In case the Tenderers fail to meet the requirement of paper for NBT, earnest money/security deposit shall be liable to be forfeited. Thereafter, NBT shall have right to get the required quantities of paper from any other Tenderers or source without any notice.

9. PRICES

- a) The basic rate must be stated for each items separately as shown in the Annexure III inclusive of education cess, excise duty, packing and any other expenses and cash discount, if any. The VAT and cartage , if any, may also be stated clearly. The rates quoted in any other form shall not be considered. If no rate is specified, it will be treated as nil. If the Tenderer wants to offer any discount, the same should be included in the basic rates. The cash discount offered separately shall not be considered.
- b) The rates for each item must be quoted both in words and figures. The Tender form and other document, if any, may be filled in **English** or **Hindi** and all entries must be typed or hand-written in ink clearly readable. Overwriting of rates is not permitted. The corrections, if any, should be attested by the Tenderers with their signatures.
- c) The NBT shall not entertain any increase in the rates during the validity period of Tender stated at Para-7. However, in the event there is a reduction in Government levies/duties during the period of order, corresponding benefit of reduction shall be passed on to the NBT. Accordingly in case of any increase in levies/duties during the period of order, the payment of such increase shall be made to the Tenderers.

10. SUBMISSION OF TENDER

Tender shall be submitted by the Tenderers in two parts:

- a) **Technical Bid.**
- b) **Financial Bid.**

TECHNICAL BID - shall be submitted in a sealed cover (first envelope) duly superscribed as **Technical Bid for supply of paper due on 7 January 2014**. The Technical Bid shall consist of following:

- i) **Paper Samples** – Eight full size sheet (not smaller than 20"x30") of each variety of paper quoted for should be sent along with the Tender duly signed and stamped indicating the quality, size, grammage, name of the manufacturer, name of the Tenderers, item number and any other description. Tender without sample sheets or sample of different specifications and without the necessary details on the sample sheet as stated above, shall be liable for rejection. Samples with punching, colouring or marking shall also be liable for rejection.
- i) **Lab Test Reports** – - It should be in original and pertains to the paper samples submitted and should be from in-house paper mill lab or any Govt. Paper Testing Agency. The lab test report should not be more then 90 days old from the date of publication of Notice Inviting Tender (NIT).
- ii) **Earnest Money** – As mentioned in the item No.5.
- iii) **Annexure I and II** – Each page of the Annexure shall be signed and stamped by the authorized signatory.
- iv) **Production Capacity of Mill (in case of matt art paper and card)** – A certificate from Central Excise Department must be furnished along with the Tender in respect of the production capacity for the year **2012-13**. However if in case of difficulty in getting the certificate for the year 2012-13, the certificate for the previous year i.e. 2011-12 may be considered. The production capacity of the mill represented by the Tenderers for **Matt Art Paper & Card** should not be less the **15,000** MT per year.

- v) **If the Tender Form has been downloaded** from the website
- a) **Cost of Tender Form** – separate demand draft/Pay order in favour of National Book Trust, India payable at New Delhi for Rs. 2000/- may be enclosed.
 - b) **An authorization letter** in original from the mill in the given format shall be enclosed.

FINANCIAL BID – Financial Bid shall be submitted in a separate sealed cover (second envelope) duly superscribed as **Financial Bid for supply of paper due on 7 January 2014**
The Financial Bid shall consist of following:

- i) **Annexure III & IV** duly typed or clearly filled, signed and stamped by the authorized signatory. The **basic rate** must be stated for each items separately as shown in the Annexure III inclusive of education cess, excise duty, packing and any other expenses and cash discount, if any. The **VAT** and **cartage** , if any, may also be stated clearly. The rates quoted in any other form shall not be considered. If no rate is specified, it will be treated as nil. If the Tenderer wants to offer any discount, the same should be included in the basic rates. The cash discount offered separately shall not be considered.

Both Technical & Financial Bid duly sealed individually should further be sealed in a separate cover (third envelope) and superscribed as **Technical Bid and Financial Bid for supply of paper due on 7 January 2014.**

Duly sealed Tenders must be sent either by registered post or handed over personally in the office of the Joint Director (Production), National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Vasant Kunj, Phase-II, New Delhi – 110 070 within the stipulated time and date.

Technical and financial bids not submitted in the prescribed manner and without the desired documents shall be summarily rejected.

11. OPENING AND EVALUATION OF TENDER

- a) The Tenderers or their authorized representatives may, if they so desire, be present at the opening of the Tenders at the time and date specified in the open tender.
- b) In the event of the specified date for the opening of Tender is declared a holiday or due to any circumstances, if the Tenders could not be opened on the specified date by the NBT, the Tenders will be opened at the appointed time and location on the next working date.
- c) The envelope containing the Technical Bid shall be opened on the prescribed date after opening the seal of outer cover. At this stage, only the glaring shortcomings i.e. the necessary enclosures, earnest money and other important document are verified and if any shortcoming is found that would be announced immediately. Later, all the documents and its contents will be thoroughly examined by the Paper Purchase Committee and the final decision regarding the acceptance or rejection will be taken with the approval of the Competent Authority of the Trust. The Evaluation of technical bids shall be made with respect to the physical parameters of samples, chemical testing of samples (if undertaken), quoted rates, delivery time and other terms and conditions of the Tender. On the basis of such evaluation a list of responsive bids will be drawn up. The Financial Bids of only those Tenderers who qualify in the evaluation of the Technical Bids shall be considered. The successful Tenderers or their representative may attend the meeting of opening of financial bids.

NBT is not bound to accept lowest quoted rates of any item. The need based quality paper depending on the physical parameters and chemical testing of samples (if undertaken) suitable for the NBT publications shall be selected by a Paper Purchase Committee.

The main physical parameters for Matt Art Paper & Matt Art Card	Quality of coating on both sides, shade, whiteness, brightness, glaze, folding endurance (no cracks while folding), free from specks, etc.
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- d) **Chemical Testing** : The paper supplied by the qualified tenderers may be subjected to the chemical testing as per the standard laid down by the NBT and Bureau of Indian Standards (BIS) from any authorized governments laboratory. The selection of testing laboratory shall be at the sole discretion of the Director, National Book Trust, India. The samples passed in all the tests as shown below shall only be considered. The Tenderers shall have to ensure to make the supplies of paper as per the standard laid down by the NBT and Bureau of Indian Standard (BIS)

Matt Art Paper – 130 GSM and Matt Art Card – 250 GSM		
Standard framed by NBT	Brightness	Minimum 85%
	Gloss	Maximum 50%
As per BIS Standard (IS 1848: 2007)	GSM	± 2.5%
	Surface pH	5.5 – 8.0
	Wax Pick	More than 5 A
	Burst Index (Kpa.m ² /g)	0.90 Minimum

12. RIGHT OF ACCEPTANCE

- The Trust is not bound to accept the lowest quoted rate of any item, because the quality of paper vis-a-vis quoted rates shall be the main criteria in the selection of paper by the Paper Purchase Committee (PPC) on the basis of physical parameters and chemical testing (if undertaken) of the samples.
- Incomplete, ambiguous and conditional Tenders and the Tenders not submitted in the prescribed manner shall be rejected.
- Canvassing in any form at any stage shall be a disqualification and the Trust reserves the right to reject the Tender of such party without assigning any reason.
- The Director, National Book Trust, India reserves the right to either accept or reject, any or all the Tenders in whole or part, without assigning any reason.

13. COMMUNICATION OF ACCEPTANCE

- Acceptance of terms and conditions of Tender by the tenderer shall be conveyed to National Book Trust, India by the way of signing and stamping the letter as per the format given in annexure II. In the case of successful tenderers, acceptance of order shall be given to understand that the Tenderers is willing and agree to supply the required quantities of paper and card during the validity period of Tender i.e. financial year 2013-14. No separate contract shall be signed.

- b) The order shall be treated as completed if the supplies are made within $\pm 3\%$ of the ordered quantity.

14. TERMS OF DELIVERY

- a) Supply of paper in the original mill packing shall have to be made within **45 days** from the date of order in Delhi/New Delhi (exact location will be indicated in the purchase order) However in case of urgent requirement the Trust may request the Tenderers to supply the material at the earliest possible.
- b) The ordered varieties of paper/card shall be accepted in one lot or more than one lot. The delivery schedule will be given according to the requirement at the time of placing order.
- c) Tenderers have to ensure that the complete stock of paper is manufactured and supplied as per the standard laid down by the NBT and BIS.
- d) The Tenderers shall be responsible for all losses and damages from any cause whatsoever while the supplies are awaiting dispatch of delivery or are in the course of transact to the NBT. The Tenderers shall alone be responsible to make claim against transportation carrier or any other agencies in respect of non-delivery, short-delivery, miss-delivery, loss or damage of the goods. The cost of the transit insurance should be borne by the supplier.

15. INSPECTION OF PAPER

- a) The supplies made by the Tenderers shall be physically verified as per the set norms by a Physical Verification Committee to be nominated by the Competent Authority of the Trust. 10% bundles for the supplies upto 500 bundles, and in case of supplies above 500 bundles 5% bundles of total supply drawn at random shall be weighed, a sheet drawn at random shall be compared with the paper samples to judge the physical parameters by the Physical Verification committee. The decision of the Competent Authority of the NBT shall be final and binding.
- b) The Tenderer or their representative should also be present at the time of physical verification of paper/card. At the same time, sheets of paper/card shall be taken out at random for the chemical testing. The same would be signed and stamped by the supplier or his representative and by all the PV committee members.
- c) In case of supplies with the higher weight than standard weight, the payment shall be released on the basis of standard weight. In case of supplies with the under weight, the payment shall be released on the basis of average weight worked out in the physical verification. In case of underweight supplies within the range of 2.5% to 5% shall be accepted by the Trust at its own discretion with the approval of the competent authority. In such cases, payment shall be released on the basis of average weight worked out in the physical verification with additional penalty of 0.5%. **The underweight supplies beyond the limit of 5% shall be summarily rejected at the time of physical verification of paper/card.**
- d) The samples drawn at random from the supplies at the time of P.V. shall be got chemically tested from a govt. agency/institute, as per standards, laid down and mentioned under para 11 (e) for maplitho paper, art paper and art card. Sample failing in any chemical test will attract a penalty of 0.5% per test on the total amount of the supply. **In case of sample failing in more than three chemical tests, the balance payment of 10% of tenderer shall be forfeited by the Trust.**
- e) In case of any variation in quality or specifications in the supply, the complete stock of paper/card may be liable for rejection. In case of minor variations, NBT may consider to accept the supplies after imposing appropriate penalties to be decided by the Director, National Book Trust, India.

- f) Tenderers shall have to lift the rejected stock of paper/card at his own cost on “as is where is basis” within a period of 20 days. The Tenderers shall have no claim on the rejected paper if the same is not lifted within a period of 20 days and thereafter; NBT shall dispose off the rejected paper on its own.
- g) Even after release of final payment by the NBT, the Tenderers shall be liable to change the inferior or damaged supplied paper at his own cost, noticed later at any stage till the stock exhaust.

16. PAYMENT

- a) The Trust shall be releasing 90% payment to the suppliers after physical verification of supplies by in-house committee tentatively within a period of 30 days. The remaining 10% payment shall be released after receiving the chemical test report from the government testing agency, after adjustment of penalties if any.
- b) Counter conditions by the Tenderers in matter concerning payment of bills shall not be acceptable.

17. FAILURE AND TERMINATION

- a) In additions to the provision of the recovery clause (Para 18), the earnest money and security deposit shall be forfeited, appropriately adjusted in parts or in full in the following events. Thereafter, NBT shall have the right to get the supplies from any other Tenderers or source, without any notice.
 - i) In the event of failure of the supply of paper as per the quality, specifications or terms and conditions stated in the Tender Form.
 - ii) The supplies in part or in full are not affected in accordance with the delivery schedule;
 - iii) On rejection of consignment on account of sub-standard product not in conformity with the specifications;
 - iv) The physical inspection disclose adverse reports irreconcilable;
 - v) In the event of subletting the contract or any part thereof; and
 - vi) Any act of breach of Trust.
- b) Any loss borne by the NBT due to the delayed execution or non-execution of supply of paper against an order will be borne by the paper dealer (Tenderer) and will be adjusted against the earnest money and security money deposited by the Tenderer. Additional sums, if any, shall be recovered as stated under Para 18

18. RECOVERY OF SUMS DUE

Whenever any claim for the payment of a sum of money arises out of or under the contract against the Tenderer, the NBT shall be entitled to recover such sum by appropriating in whole or in part, if any, deposited by the Tenderer. In the event of security being insufficient the balance sum recoverable shall be recoverable by appropriating any sum then due or while add any time thereafter may become due to the Tenderer under the contract or any other contract with the NBT or the Government. If such sum even be not sufficient to cover the full amount recoverable, the Tenderer shall on demand pay to the NBT the balance remaining due.

19. ESSENTIAL DOCUMENTS TO BE ATTACHED WITH THE TECHNICAL BID:

S.No.	Item	Tick	
		Yes	No
I	<u>Paper Samples</u> – Eight full size (not smaller than 20"x30") sheets of each variety.		
II	<u>Lab Test Reports</u> – Pertaining to the sample submitted from the inhouse paper mill/any Govt. agency and should not be more than 90 days old from the date of publication of NIT.		
III	<u>Earnest Money</u> – As mentioned in the item No.5.		
IV	<u>Production Capacity of Mill</u> (in case of matt art paper and card only) – Certificate from Central Excise Department (as mentioned in the item 10 (iv).		
V	<u>Annexure I and II</u> – Each page of the Annexures shall be signed and stamped by the authorized signatory.		
VI	If the Tender Form has been downloaded from the website, <u>Cost of Tender Form</u> (separate demand draft for Rs.2000.00) and <u>authorization letter from the mill</u> shall be submitted.		

The Tenders without any of the above mentioned six items or documents not filled in the prescribed manner, the Technical Bid shall summarily be rejected.

20. ESSENTIAL DOCUMENTS TO BE ATTACHED WITH THE FINANCIAL BID:

1. Annexure III (typed, signed and stamped by the authorized signatory).
2. Annexure IV (typed, signed and stamped by the authorized signatory).

The rates should be quoted in the prescribed manner stated at clause 9 (a). The Tenders without any of the above mentioned two items or documents not filled in the prescribed manner, the Financial Bid shall summarily be rejected.

ACCEPTANCE OF TERMS AND CONDITIONS BY THE TENDERER

Last date for submission of Tender: **6 January 2014** by **4:00 p.m.**
Opening of Tender: **7 January 2014** at **11:00 a.m.**

To

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

Dear Sir,

With reference to your notice inviting tender, I/We hereby agree to supply the paper detailed in the Annexure III or such portion thereof as you may specify in the acceptance of Tender at the price given in the Annexure III and agree to hold this offer open as per terms and conditions stated in Annexure I.

I/We have understood the terms and conditions of the Tender as given in the Annexure-I (Clause 1 to 20) and accept the same. I/We have thoroughly examined the specifications quoted in the Schedule hereto and am/are fully aware of the nature of the goods required and my/our offer is to supply the goods strictly in accordance with the requirements.

It is certified that we have not been black-listed in any of the Government Department.

A demand draft/pay order (No. _____ dated _____ drawn on _____) for Rs. _____)
(Rupees _____)
as Earnest **Money** is enclosed.

The following pages have been added to and form part of this Tender.

We undertake that, we will strictly observe the laws against fraud and corruption in force in India i.e. "**Prevention of Corruption Act 1988**".

(Signature with stamp)

Date : _____

Place : _____

[SIGNATURE OF WITNESS]

[SIGNATURE OF THE TENDERER]

Name _____

Name of the firm _____

Address _____

Address _____

Dated, the _____ day of _____ 2013

NATIONAL BOOK TRUST, INDIA - Rates of paper

Last date for submission of Tender: 6 January 2014 by 4:00 p.m. - Date and Time of Opening of Tender: 7 January 2014 at 11:00 a.m.

Sl. No.	Quality of Paper	GSM	Tentative Quantity of Paper (MTs)	Name of Mill/Brand	Delivery Time (days)	Basic Rate per kg. (Rs.)	VAT/ST etc.	Cartage, if any	Net per kg. Rate	Remarks
3	Matt Art Paper	130	183,000							
4	Matt Art Card	250	188,000							

1. All varieties of paper stated above to be supplied in reams as per the detail given in Annexure IV.
2. The rates quoted shall be valid for the financial year 2013-14
3. Paper to be supplied upto stacking at the address given by the NBT in Delhi/New Delhi.
4. Rates quoted in any other form or not on the terms and conditions of Annexure - I shall not be considered.
5. The basic rate must be inclusive of education cess, excise duty, cash discount, packing and other expenses, if any.
6. Discount quoted separately by the tenderer will not be taken into account for comparison of rates.

Date : _____
Place : _____

SIGNATURE

NAME

FULL ADDRESS WITH S

ANNEXURE - IV

CALCULATION OF WEIGHT OF PAPER FOR THE YEAR 2013-14

Sl. No.	Variety	Size(cm/inch)gsm	Quantity to be purchased [Reams]	Weight per Ream [Kg.]	Total Weight of 60 gsm High bulk paper [Kg.]	Total Weight of 130 gsm Art Paper [Kg.]	Total of gsm Card	Weight 250 Art [Kg.]
3	Matt Art Paper	(58.5 x 91 cm) 23"x36"/130	900	34.70		31230		
4	Matt Art Paper	(51 x 76 cm) 20"x30"/130	6000	25.20		151200		
5	Matt Art Card	(66 x 91 cm) 26"x36"/250	500	75.50				37750
6	Matt Art Card	(56 x 79 cm) 22"x31"/250	2700	55.30				149310

TOTAL : 182430 187060

Or Say 183 188

895 approx.

Date : _____
Place : _____

SIGNATURE _____
NAME _____
FULL ADDRESS WITH STAMP _____

FORMAT OF "MILL AUTHORISATION LETTER"

Last date for submission of Tender 6 January 2014 by 4.00 p.m.

Opening of Tender: 7 January 2014 at 11.00 a.m.

To,

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

1. I/We, who are established and reputable manufacturer of, having paper manufacturing unit at (address)..... phone/fax....., hereby authorise M/s (name and address of distributor)

.....to bid, negotiate and conclude the contract with National Book Trust, India against Notice Inviting Tender issued in the newspaper for the purchase of paper for the year 2013-14 for the following varieties.

-
-
-
-
-
-

2. No company or individual other than M/s are authorised to bid, negotiate and conclude the contract in regard to this business against this specific authorization letter.

3. We hereby extend our full co-operation and guarantee to supply the paper/card as per the requirement of Trust during the financial year 2013-14 i.e. 1 April 2013 to 31 March 2014 as per terms & conditions laid down in the Tender Form.

Yours faithfully

(Name/Signature)

For and on behalf of M/s..... (name of manufacturer)

Note: This letter of authorization should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind and manufacturer.