



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंत कुंज नई दिल्ली-110070

F. No. Admn./22WBF/Housekeeping/2014/

19 December 2013

Sub: Inviting quotations for House Keeping Services and Contractual Labour for New Delhi World Book Fair- 2014.

Sir/Madam,

National Book Trust, India, an autonomous organization of the Government of India, Ministry of Human Resource Development, New Delhi invites sealed bids for providing the above services during the World Book Fair scheduled to be held from **15th February to 23rd February 2014** at Pragati Maidan, New Delhi.

You are requested to submit your quotations latest by 11:00 am on **22/01/2014**. The bids shall be opened at 02:30 pm on the same day in the presence of the Tenderers or their authorized representatives (only one) for each.

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

Yours faithfully,

(Dinesh Sharma)
Assistant Director (Admn.)

Encl: As above



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NEW DELHI WORLD BOOK FAIR
15th FEBRUARY TO 23rd FEBRUARY 2014, PRAGATI MAIDAN, NEW DELHI

TENDER DOCUMENT

TERMS AND CONDITIONS OF THE TENDER FOR PROVIDING HOUSE KEEPING SERVICES AND CONTRACTUAL LABOUR BEFORE AND DURING THE FAIR IN EXHIBITION HALLS IN PRAGATI MAIDAN, NEW DELHI.

SCOPE OF WORK

Providing House keeping Services and Contractual Labour during the Fair in Exhibition Halls as per details given in the proforma at **Annexure-I**.

TERMS AND CONDITIONS

1. The Tender should be submitted in the prescribed Tender form (**Annexure-I**). Tender should be filled in only as per unit in which the rate is called for. Deviation from the prescribed unit will cause rejection of the whole Tender.
2. Sealed bids superscripted "NDWBF-2014: Tender for providing "House keeping Services and Contractual Labour " and addressed to the Director, National Book Trust, India, shall be accepted in the office of National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 upto 11.00 a.m on **22.01.2014** and shall be opened at 02.30 pm on the same day. Tenderers or their authorized representatives may, if they so desire, be present during the opening of the Tenders.
3. If the cover of the Tender is not sealed and marked, NBT will assume no responsibility for misplacement or premature opening of the Bid.
4. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of preparation for the purpose of clarification on the Tender, if so desired by NBT. NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
5. The Tenderer should clarify whether the individual signing the tender or other documents in connection with the Tender signs as:
 - 5.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietorship, or
 - 5.2 A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration of disputes concerning the business of the partnership either by virtue of the partnership deed or a power of attorney. Alternatively, the Tender should be signed by all the partners, or
 - 5.3 Constituted Attorney if it is a company.

6. Incomplete Tenders are liable to be rejected. It means that Tenderer should quote for all the 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 that job free of cost.
7. All statutory liabilities like ESI, PF, Workmen's Compensation Act, etc. will be borne by the agency. Rates quoted should be inclusive of all these and other expenses like uniform, ID Cards, mobile phone, wages, etc. No extra amount besides the rates quoted would be admissible. The agency will also ensure payment of wages as per the Minimum Wages Act.
8. Following certified/attested copies must be submitted:
 - a) Copy of Income Tax Returns for the last three years.
 - b) Copy of Registration.
 - c) Copy of EPF registration.
 - d) Copy of ESI registration
 - e) Copy of Service Tax registration
9. The numbers mentioned in the schedule may be increased or decreased at the discretion of NBT and no claim in this regard shall be entertained. If considered necessary, any item could also be dropped completely.
10. 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.
11. If there is a discrepancy in rates between figures and words, the amount in words will prevail.
12. 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.
13. When deemed necessary, NBT may seek clarification on any aspect from the tenderers. However, that would not entitle any Tenderer to change or cause any change in the rates. All expenses for preparation of documents and meetings if any, will be borne by the Tenderer.
14. Each Tender should be accompanied by documentary evidence of the Tenderer being a registered/approved government contractor and of his having undertaken work of a similar nature. In the absence of documentary evidence, the Tender will be rejected.
15. NBT may waive off will 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 NBT in this regard will be final.
16. The requirement of house keeping worker may vary from day to day, depending upon the exigencies of work.

17. The deployment of various workers, as per NBT's requirements, shall commence on **14th February 2013** and shall continue till **24th February 2014**.
18. The personnel provided by the agency shall be presentable dressed in neat and clean uniform. NBT at its own discretion shall inspect the same. In case of non-conformity, penalty as deemed appropriate shall be levied on the agency.
19. Officers of NBT may inspect the infrastructure/ resources available at the disposal of the Tenderer.
20. All the personnel must display proper ID card with name, photograph and work assigned to them.
21. Supervisors should carry mobiles phones with them.
22. Two days before commencement of the fair, a briefing would be held in Pragati Maidan where all the personnel to be deployed need to be present. There the officers-in-charge from NBT would brief all the personnel about their duties. All the staff should be present in uniform with proper photo ID card for inspection. The mobile nos. of all the workers specified above should be handed over to the officer-in-charge of NBT.

It will be at the discretion of NBT, who, when and how the workers would be deployed at different halls and other points.
23. The agency should engage experienced personnel for the job.
24. The Supervisor shall be responsible to ensure maintenance of toilets, public areas, aisles and passages in good hygienic condition during the entire period of Fair from the day of MOVE IN till the day of MOVE OUT.
25. All Toilets- Gents and Ladies, at all time shall have cleaner/attendant in a proper uniform and number printed on the uniform .
26. In case a cleaner/attendant has to move from the duty point for any reason, reliever must replace him/her before the attendant is relieved so that at no time the toilet is left unattended.
27. The contractor shall be responsible for taking over/handing over fitting & fixture of the toilets from ITPO & obtain a handing over receipt and deposit the same at NBT Camp Office.
28. Toilets in clean and hygienic condition shall be kept ready for use on all days between 8.00 a.m. to 8.00 p.m. during the Fair and for 24 hours during erection & dismantling period for use of workers.
29. A big moving Dust Bin with black disposable polyethylene inserted inside should be placed in the International Hall.
30. NBT shall not provide any transport, food or any accessory for proper discharge of duties by the agency's workers.
31. Subject to physical attendance of the personnel and at the recommendation of the Controlling Officer designated by NBT for the purpose, 80% payment of the billed amount shall be made at the site. The balance payment shall be made within 30 days of the conclusion of the Fair, together with refund of EMD and Security Deposit.

32. NBT will award the contract to the Tenderer whose Tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be competent to execute the job satisfactorily. NBT shall however not bind itself to accept the lowest or any Tender, wholly or in part.
33. Before award of the contract the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal to 5% 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 will be retained till conclusion of the Fair and would be refunded at the time of full and final settlement of bill(s).
34. Security money shall, however, be liable be forfeited in the event the contractor fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the requirements. If the successful bidder backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.
35. Income Tax as applicable shall be deducted at source. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be mentioned in Annexure–I**, without which the Tender is liable to be rejected.
36. 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 award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of NBT's action. The decision of NBT in this regard would be final and binding.
37. 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 at the rates quoted.
38. 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 subject to the jurisdiction of Delhi courts only.
39. NBT will have discretion to award the contract to more than one agency. In such a situation, other bidders shall work at the lowest accepted rate.
40. If the event of any negligence or unsatisfactory execution on the part of the contractor, NBT will have the right to forfeit the Performance Security and to recover penalty as if deems appropriate from the amount payable against the contractor's bill(s). If deemed necessary, the contractor may also be blacklisted for future.
41. **Validity of the bid**
The bids submitted by the Tenderers shall be valid for a minimum period of 120 days computed from the date of opening of the bids.



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NEW DELHI WORLD BOOK FAIR

15th FEBRUARY TO 23rd FEBRUARY 2014, PRAGATI MAIDAN, NEW DELHI

**PROVIDING OF HOUSE KEEPING SERVICES/CONTRACTUAL LABOUR BEFORE
AND DURING THE FAIR IN EXHIBITION HALLS AT PRAGATI MAIDAN, NEW DELHI**

PROFORMA

S. No.	Description of personnel	No. of personnel (approx.)	Rate per day per personnel in Rupees
1.	House-keeping Supervisor	08	
2.	Safai Karamchari	60	
3.	Contract Labour	30	

The agency shall be responsible to maintain the toilets, public areas, aisles and passages in hygienic condition during the entire period of Fair from the day of MOVE IN till the day of MOVE OUT.

The agency shall be responsible to provide all material to be used for cleaning

Date:

Signature:

Place:

Name:

Address:

PAN:

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

List of documents submitted along with the Tender:

1. Documentary evidence of the Tenderer being a registered and approved government contractor and of his having done work of similar nature.
2. Registration Certificate.
3. PAN (attested photocopy of PAN Card).

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