



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंत कुंज नई दिल्ली-110070

F. No. 5-1/13-14/Canvas Bag/Admn./

20 December 2013

Sub: Invitation for Quotation for purchase of Cotton Bags and Mugs– reg.

Sir,

National Book Trust, India an autonomous organization of the Government of India, Ministry of Human Resource Development, Department of Higher Education, invites sealed quotations for purchase of 3000 Cotton Bags and 2500 Mugs as per the specifications mentioned in Annexure I & II.

Sealed quotations complete in all respect addressed to the Director, National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 should reach this office latest by 11.00 a.m. on 13th January 2014. The quotations shall be opened at 3.00 p.m. on the same day.

The Tender can also be downloaded from the website of NBT i.e. www.nbtindia.gov.in .

Yours faithfully,

(Dinesh Sharma)
Assistant Director (Admn)

Encls: As above.



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NEW DELHI WORLD BOOK FAIR - 2014
15 FEBRUARY – 23 FEBRUARY 2014 PRAGATI MAIDAN, NEW DELHI

TERMS AND CONDITIONS OF THE TENDER FOR SUPPLY OF
COTTON BAGS AND MUGS

NATURE OF WORK

Supply of approximately **3000 Cotton bags** and **2500 Mugs** as per specifications given in the proforma at **Annexure-I**.

TERMS AND CONDITIONS

1. The Tender should be submitted on the prescribed tender form (**Annexure-I**). Tender should be filled in only as per unit for which rate is called . Deviation from prescribed unit will cause rejection of the whole Tender.
2. If the cover of the Tender is not sealed and marked, NBT, will assume no responsibility for misplacement or premature opening of the bid.
3. The Tenderer shall bear all costs associated with the preparation of his Tender document including cost of any clarifications, required by NBT. The NBT in no case will be responsible to bear these costs, regardless of conducting or outcome of the Tendering process.
4. The Tenderer should clarify whether the individual signing the Tender or other documents in connection with the Tender signs as:
 - 4.1 a “sole proprietor” of the firm or constituted attorney of such sole proprietorship.
 - 4.2 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 deed or a power of attorney. Alternatively, the Tender should be signed by all the partners, or
 - 4.3 Constituted Attorney, if it is a company.
5. The quantities mentioned in the schedule may be increased or reduced at the discretion of NBT at the accepted rate and no claim in this regard shall be entertained.

6. 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.
7. If there is a discrepancy in rates between figures and words, the amount in words will prevail.
8. Tenderers shall be required to deposit Rs.5000.00 as Earnest Money (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.
9. When deemed necessary, 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. NBT may, if so required, ask the Tenderer to give presentation for the purpose of clarification on the Tender. All expenses for this purpose as also for preparation of documents and other meetings will be borne by the Tenderer.
10. Each Tender should be accompanied by documentary evidence of the Tenderer having done work of a similar nature. In the absence of documentary evidence, the Tender will be rejected.
11. NBT will open the Tenders in the presence of the Tenderers or their authorised representatives, who may choose to attend at the following location:

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

12. 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.
13. A Tender determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the Tenderer by rectifying the non-conformity.
14. NBT may waive off any minor infirmity or non-conformity in the Tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Tenderers. The decision of NBT in this regard will however be final and binding.
15. 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 perform the contract satisfactorily. NBT shall however not bind itself to accept the lowest or any Tender, wholly or in part.
16. 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 only 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 satisfactory completion of the supplies.

17. Security money shall, however, be liable to be forfeited if the contractor fails to complete the job within the stipulated time or if the supplies are not made satisfactorily as per the specifications. If the successful contractor backs out after award of the contract, Earnest Money Deposit is liable to be forfeited and the Tenderer will be blacklisted.
18. The supply must be completed by **27th January 2014** in all respects. Failure to do so will entitle NBT to impose a penalty of Rs.1,000.00 per day on the contractor and the firm will be blacklisted for future work. Further, failure on the part of the contractor to complete the supply in accordance with the terms and conditions set out and within the time schedule will confer on NBT, the right to get the supply through another supplier, in which event, the entire cost/ damages so incurred by NBT will have to be paid by the original supplier.
19. **The successful Tenderer will have to get sample of the cotton bags and mugs approved by NBT, before execution of supply.**
20. The bags and mugs will have to be supplied at NBT office, Vasant Kunj, New Delhi.
21. **The copyright of the bags and mugs designed for NBT will vest with NBT and the vendor cannot sell the same design to others.**
22. The supplier will have to arrange insurance cover for the bags and mugs during transit at his own cost, if necessary.
23. Rate(s) should be quoted as inclusive of VAT and all other levies and this fact must be specifically recorded in the bid.
- 23.1 NBT, reserves the right to accept or reject any Tender, and to annul the whole Tender process and to reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the ground of NBT's action.
- 23.2 The decision of NBT in this regard would be final and binding.
24. 100% payment would be made on delivery and submission of bill. No advance payment will be released.
25. 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. If, at any time during performance of the contract, the Contractor encounters conditions impeding timely execution of the work, he shall promptly notify NBT, in writing of the fact of delay, its likely duration and its cause(s). As soon as practicable, after receipt of the Contractor's notice, NBT shall evaluate the

situation and may at its discretion extend the time for completion.

27. 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.
28. NBT will have discretion to award the contract to more than one contractor. In such a situation, other bidders shall supply at the lowest accepted rate.
29. **Each Tender must be accompanied by a sample of the bag and mug prepared failing which the Tender shall be rejected outrightly.**
30. If the bulk supplied is not as per NBT specifications in terms of material and quality, the Performance Security Deposit alongwith full payment due against bill(s) will be forfeited. Besides, the firm will be blacklisted for future.
31. **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 award of the contract.

Sealed bids, superscribed "NDWBF-2014: Tender for supply of Cotton bags and mugs" 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 13.01.2014 and shall be opened at 3:00 p.m. on the same day. Tenderers or their authorized representatives may, if they so desire, be present at the opening of the bids .



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SUPPLY OF COTTON BAGS (3000)

	Description	Rate (Per Bag) inclusive of all taxes (Rs.)
Size	16"x 15"	
Belt	26" (13" x 2)	
Colour	White	
Quantity	i) NBT Logo	1500 pieces with 2 colour cloth printing
	ii) New Delhi World Book Fair Logo	1500 pieces with 4 colour cloth printing

Cartage : to be borne by the Vendor/Supplier

- NOTE:** i) Specimen of cotton bag prepared should invariably accompany each bid failing which the Tender will be rejected outrightly.
iii) Specimen of bags may be inspected with Assistant Director (Admn.) between 10.00 a.m. to 4.00 p.m. on any working day before deadline of submission of the Tender.

The delivery shall be at, National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phasell, Vasant Kunj, New Delhi-110070

Date:

Signature:

Place:

Name:

Address:

PAN :

I/We undertake to abide and be bound by the terms and conditions of the Tender/Contract.

Signature of the Tenderer
with official seal,
Tel. No.:



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SUPPLY OF 2500 Mugs

	Description	Rate (Per Mug) inclusive of all taxes (Rs.)
Size	As per specimen	
Colour	Ivory	
Quantity	i) NBT Logo ii) New Delhi World Book Fair Logo	1000 pieces with 2 colour printing 1500 pieces with 4 colour printing

Cartage : to be borne by the Vendor/Supplier

NOTE: i) Specimen of mugs prepared should invariably accompany each bid failing which the Tender will be rejected outrightly.

i) Specimen of mugs may be inspected with Assistant Director (Admn.) between 10.00 a.m. to 4.00 p.m. on any working day before deadline of submission of the Tender.

The delivery shall be at, National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase II, Vasant Kunj, New Delhi-110070

Date:

Signature:

Place:

Name:

Address:

PAN :

I/We undertake to abide and be bound by the terms and conditions of the Tender/Contract.

Signature of the Tenderer
with official seal,
Tel. No.: