TENDER for Hiring of Tempo Traveler (12 seater + with Driver) for New Delhi World Book Fair 2017 at Pragati Maidan, New Delhi

National Book Trust, India, under Ministry of HRD, Govt. of India is the organizer of New Delhi World Book Fair which is going to be held at Pragati Maidan from 7th to 15th January 2017. In order to facilitate the visitors from one hall to another and to bring from various entry gates and drop to exit gates, NBT proposed to hire ‘Tempo Traveler’ 12 Seater along with Driver, on rental basis in Pragati Maidan. For this purpose NBT requires fleet of Tempo Traveler during its NDWBF 2017 from 7th to 15th January 2017. The vehicles will be required daily during the Fair period including Saturdays/ Sundays and holidays, and will be generally used within the Pragati Maidan Fair ground complex from 10:00 a.m. to 8:30 p.m.

SCOPE OF WORK

Hiring of 20 Tempo Traveler (12 Seater with Driver) during New Delhi World Book Fair 2017 (7th to 15th January 2017) at Pragati Maidan, New Delhi. The number of Tempo Traveler 20 in numbers (12 seater along with Driver) required which will ply at Pragati Maidan from one hall to another and also from the various entry / exit gates to the respective halls from 10:00 a.m. to 8:30 p.m. The Tempo Traveler will also be used for Advertisement, branding etc. of World Book Fair.

NBT will have the right to sell the Advertising/Branding space to the Publishers/ third parties who may be interested in advertising in the Tempo Traveler during the fair days. The production and display of the advertisement in the Tempo Traveler would be the responsibility of the Tenderer and the Tenderer may include such cost in their quotation. The Art work for such advertisement would however be provided by the Trust.
TERMS & CONDITIONS:

1. SUBMISSION OF BIDS: Parties/bidders are requested to submit TECHNICAL BID & FINANCIAL BID separately.

1.1. TECHNICAL BID shall contain Earnest Money Deposit (EMD) of Rs.10,000/- in the form of Demand Draft/Banker’s Cheque payable at New Delhi and drawn in favour of National Book Trust, India with Tender Fee (non-refundable) of Rs. 1000/- in form of Demand Draft payable at New Delhi and drawn in favour of National Book Trust, India, prequalification documents, work specifications, duly filled and signed tender document. TECHNICAL BID should be submitted in a sealed envelope super scribed TECHNICAL BID FOR HIRING OF TEMP TRAVELERS DURING NDWBF 2017.

1.2. FINANCIAL BID shall contain Price Schedule and should be submitted in a sealed envelope super scribed FINANCIAL BID FOR HIRING OF TEMP TRAVELERS DURING NDWBF 2017. The Tenderers should fill the rates both in figures as well as in words. If there is a discrepancy in rates between figures and words, the amount in words will prevail.

1.3. Both envelopes should be sealed in a third envelope super scribed as BID FOR HIRING OF TEMP TRAVELERS DURING NDWBF 2017.

1.4. 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.

1.5. The above procedure must be carefully followed in order to avoid any probable disqualification due to technical formalities of filling up of tender bid. If the cover of the tender is not sealed and marked, the NBT will assume no responsibility for the tender’s misplacement or premature opening.

1.6. Quotation/ Bids should be addressed to the following address and dropped in the Tender box for the purpose kept at Reception of NBT, India headquarters, Nehru Bhawan, 5, Institutional Area, Phase II, Vasant Kunj, New Delhi -110070 by 13:00 hrs on 22nd November 2016. The TECHNICAL BIDS will be opened at 4 pm on the same day in the presence of the bidders, who wish to attend.

In case of the date falling on Saturday, Sunday or any declared Public Holiday, the opening of technical bids shall be executed on next working day.

2. The tenderer shall bear all costs associated with the preparation of his tender including cost of preparation for the purposes of clarification of the tender, if so desired by the NBT. NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the tendering process.

3. Each Tender should be accompanied by Technical bid and Financial bid with documentary evidence of the Tenderer being a registered/approved government contractor and of his having done work of a similar nature. In the absence of documentary evidence, the tender may be rejected.
4. 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.

5. In their own interest, tenderers are advised to inspect the site to assess the scope of work before submitting bids.

6. **Terms & Conditions of Operations**

   6.1. The Tempo Traveler 12 Seater along with drivers will be provided at India Trade Promotion Organization (ITPO) Pragati Maidan, New Delhi and the expenditure for transportation will be borne by prospective Agency.

   6.2. The vehicles should be in a good condition and not more than three years old.

   6.3. All drivers with the vehicles are required from 7.1.2017 to 15.1.2017 during New Delhi World Book Fair 2017 during fair from 10 am to 8:30 pm. All vehicles need to report at least 60 mins prior i.e. by 9 am to the controlling officer of NBT India.

   6.4. Few/ All vehicles may be required for 5th and/or 6th January 2017 also for which intimation will be provided to the selected party through work order.

   6.5. The requirement of Tempo Traveler mentioned in the schedule may be increased or reduced at the discretion of the NBT and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.

   6.6. The contractor/agency will be solely responsible for the proper maintenance and upkeep of Diesel/Petrol/CNG before start of Fair daily to ensure they are presentable and in smooth running condition at all times. Further the drivers provided for running the Tempo Traveler vehicles should be skilled and well versed with requirements of the job besides being courteous and polite.

   6.7. The agency will also be responsible for providing comprehensive insurance of the vehicle deployed covering vehicle, passengers and third party.

   6.8. The contractor shall keep NBT, India indemnified and continues to indemnify against all claims of loss/damage to property/life or limb caused on account of operation of Tempo Traveler at Pragati Maidan.

   6.9. All the drivers must have communication connectivity either through Mobile or walkie – talkie and their numbers will also be provided to Controlling officer of NBT India.

   6.10. All drivers should have proper uniform to enable us to identify them. They should also have photo identity cards which needs to be displayed while being on duty. All Drivers and Supervisor would be required to wear badge supplied by NBT.
6.11. The operators shall ensure that necessary permission/licenses etc. relating to operation of vehicles are obtained and no law/regulations in this regard are infringed and vehicles are free from all encumbrances. The operator should abide by all the latest Govt. notifications (Police) regarding safety measures.

6.12. During the period of the contract no increase in rates at any ground, will be entertained.

6.13. NBT, India will arrange for the parking facility during the period of the event at ITPO. The Agency should make sure that all the vehicles are ready before/during the event.

6.14. If any of the vehicles deployed at the fair breaks down or is otherwise unfit for plying, it shall be the responsibility of the agency to replace the vehicle immediately with similar seating capacity vehicle in perfect condition at short notice for which adequate numbers of standby vehicles should be available at close proximity. In the event of non-replacement of Tempo Traveler, NBT, India will impose suitable penalty and make payment on pro-rata basis as deemed fit.

6.15. The bidder needs to provide a log sheet to the drivers and supervisor which needs to be maintained daily for every trip at starting point and termination point. The log book will randomly be checked on daily basis against the actual trip by the controlling supervisor of NBT India. The log sheets should be attached with bills for payment.

6.16. Transfer of vehicles from garage to Pragati Maidan and back will be borne by the contractor. NBT India would not provide any food and transportation to the agency for transfer of deputed personnel etc.

6.17. The agency will be responsible for maintaining only such branding in neat conditions as authorized and officially directed by NBT India during the duration of fair. If it is found that the vehicles are carrying unauthorized branding of any third party/exhibitor a suitable penalty as deem fit to NBT India shall be levied from the agency.

6.18. In allocating the surface for advertisement on the tempo traveller, NBT India’s will have sole discretion.

7. General Terms & Conditions:

7.1. The firm should be experienced in providing fleet minimum 20 Tempo Traveler for similar events, delegations, meetings and conferences etc.

7.2. A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the National Book Trust, India. No driver should be changed unless the NBT officer to whom the driver reports is apprised after Award of Contract.

7.3. 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 deposited by the successful Tenderer will be retained till conclusion of the Fair and would be refunded at the time of full and final settlement of bill(s).

7.4. Performance Security Deposit shall, however, be liable to be forfeited if the contractor fails to execute the job satisfactorily as per the requirements. If the successful bidder backs out after award of the contract, Earnest Money Deposit will be forfeited.

7.5. The EMD deposit of the unsuccessful bidders would however be returned once the tender is finalized. No interest will be paid by NBT against EMD and PSD.

7.6. In 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 it deems appropriate from the amount payable against the contractor’s bill(s). If deemed necessary, the contractor may also be blacklisted for future.

7.7. 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 rate quoted. All expenses for preparation of documents and meetings, if any, will be borne by the Tenderer.

7.8. Director, NBT, India reserves all the rights to accept/reject any or all the tenders without assigning any reason(s) thereof. The service provider will not be entitled to claim any compensation against such termination.

7.9. 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.

7.10. 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.

7.11. In the event of any dispute arising out of or during the currency of the contract, the matter shall be referred to Director, NBT, India or his nominee to act as a Sole Arbitrator under the Arbitration & Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both parties. The matter will be subject to exclusive jurisdiction of Courts in the National Capital Territory of Delhi.

7. **Validity of the bid**: The bids submitted by the Tenderers shall be valid for a minimum period of 60 days computed from the date of opening of the bids.
Technical Information and Undertaking

1. Name of the Firm :
2. Address :

3. Contact person
4. Telephone number/Mobile No.

5. Annual turnover of the last three financial years
   FY 2015-16
   FY 2014-15
   FY 2013-14

6. Documentary Evidence as Registration of the Firm

7. Standard sizes and units available for advertising space on each vehicle
   7.1. Back Area
   7.2. Side Area

8. PAN. (self attested copy of card attached)
9. Service Tax No. (Copy attached)
10. Experience as Temp Traveler Source Provider

11. EMD Detail
12. Tender Fee Detail

1. We undertake to abide and be bound by the terms and conditions of the vendor/contract.

   (Signature of Tenderer with Stamp of the Firm)

   Date
   Place
FINANCIAL BID

1. Name
2. Address of the Firm
3. Contact Person
4. Telephone number/Mobile No.
5. E-mail
6. Fax No.
7. Rate Sheet

: Rates quoted for each vehicle should be inclusive of fuel, Driver, maintenance cost etc.

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Description</th>
<th>Per unit Rate</th>
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<tbody>
<tr>
<td>i.</td>
<td>Hiring charges for tempo traveler per day from 10am to 8:30 pm within Pragati Maidan complex</td>
<td></td>
</tr>
<tr>
<td>ii.</td>
<td>supervisor on daily basis including all statutory fulfillment like EPF, ESI, minimum payable wages etc.</td>
<td></td>
</tr>
<tr>
<td>iii.</td>
<td>Lump sum charges towards advertisement on the tempo travelers including printing, pasting, maintaining during the vehicles, replacement etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taxes if any</td>
<td></td>
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</tbody>
</table>

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

Signature of Tenderer

Name
Address
PAN No
Seal

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