



राष्ट्रीय पुस्तकन्यास, भारत
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंतकुंजनई दिल्ली-110070

F. No. Admn./NBT/2014/Renovation/Guest House

10 February 2014

Subject: Inviting tender for Repainting/Repairing jobs in NBT Complex.

Sir

National Book Trust, India, an autonomous organization of the Government of India, Ministry of Human Resource Development, invites sealed quotations for Repainting/Repairing jobs at its Head office, Vasant Kunj, New Delhi.

Sealed bids complete in all respects addressed to Director, National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 should reach this office latest by 2.00 p.m. on **25 February 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.

A copy of the Tender Document containing the terms and conditions is enclosed for reference.

Yours faithfully,

(Dinesh Sharma)
Assistant Director (Admn.)

Encl: as above



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TERMS AND CONDITIONS OF THE TENDER FOR REPAINTING/REPAIRING WORK IN NATIONAL BOOK TRUST, INDIA COMPLEX

TERMS AND CONDITIONS

1. The Tender should be submitted on the prescribed Tender Form (Annexure-I). Tender should be filled in only as per the unit for which rate is called. Deviation from the 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 including cost of any clarifications, if 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.
4. All covers of the tender superscribed "Tender for repainting/repairing work in NBT complex", 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 till 2.00 p.m. on **25/02/2014** and shall be opened at 02.30 pm. on the same day. Tenderers or their authorized representatives (*only one each*) may, if they so desire, be present during the opening of the Tenders.
5. The work will be carried out as per CPWD specifications and norms.
6. Any extra item of work, required at site, will be executed with prior approval of the Competent Authority at approved rate.
7. The contractor would be responsible for removal and disposal of the debris and waste arising out of the work.
8. Any damage done by the contractor or his labour to the existing structure/fittings/fixtures shall have to be made good by the contractor, at his own cost.
9. Water and electricity shall be made available free of cost and contractor shall have to arrange further piping/cabbling from the nearest point of water & Electricity.
10. The Tenderer should clarify whether the individual signing the Tender or other documents in connection with the Tender signs as:
 - 10.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietorship.
 - 10.2 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

10.3 Constituted Attorney if it is a company.

- 11 Incomplete Tenders are liable to be rejected. It means that the Tenderers should quote for all items. If any item is missed or not quoted, the rates for that item would be termed as nil and the Tenderer would have to do the job free of cost.
12. Certified/Attested copies of the following documents must be submitted alongwith the Tender:
 - a) Certified copies of Income Tax Returns for the last three years.
 - b) Attested copy of Registration Certificate
 - c) Attested copy of Tin/Service Tax Registration
 - d) Attested copy of PAN Card.
13. The Tenderers should fill the rates both in figures as well as in words. The Tender form should 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.
14. If there is a discrepancy in rates between figures and words, the amount in words will prevail.
15. Tenderers shall be required to deposit Rs.5,000/- 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.
16. 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.
17. 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.
18. The Tenderers, in their own interest, are advised to visit the NBT office and assess the quantum of work before submitting Tenders.
19. NBT will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether they are generally in order.
20. A Tender determined as not substantially responsive will be rejected by NBT and cannot subsequently be made responsive by the Tenderer by rectifying the non-conformity.
21. 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 be final and bonding.
22. NBT will award the job 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.
23. Before award of the contract the successful Tenderer will be required to deposit as 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 completion of the job and would be refunded at the time of full and final settlement of bill.

24. Security money shall, however, be liable to be forfeited if the contractor fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the specifications. If the successful Tenderer backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.
25. Income Tax shall be deducted at source as applicable under the rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Annexure-I**, without which the Tender is liable to be rejected.
 - a. 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 the award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of NBT's action.
 - b. The decision of NBT in this regard would be final and binding.
26. 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 subjected to the jurisdiction of Delhi courts only.

27. Validity of the bid

The bids submitted by the Tenderers shall be valid for a minimum period of one year computed from the date of opening of the bids.

28. Material to be used should be of approved brands as under:

DESCRIPTION	BRANDS
1. Cement and grouts	Roff, ACC, L&T Ultratech
2. Plaster of Paris/Putty	Superior Quality
3. Paints-emulsion and enamels	ICI Dulux, Asian, Berger, Nerolac
4. Polish	Cat ,light house, sheen lac

The contractor should specify the brand names while quoting the rates in Annexure-I.

Annexure-I



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Schedule of Rates

Rates for Repainting/Repairing Work in NBT Complex: -

S.No.	Removing dry Oil bound distemper	Plaster of Paris/ Putty	Repairing of Plaster wall	Painting of wall with Oil bound distemper	Painting of doors & windows	Polishing of doors & windows
	Rate in Rs. per Sq. mtr.	Rate in Rs. Per sq. mtr.	Rate in Rs. per Sq. mtr.	Rate in Rs. per Sq. mtr.	Rate in Rs. per Sq.mtr.	Rate in Rs. per Sq. mtr.

VAT & Service Tax extra