NOTICE FOR OPEN TENDER

NATIONAL BOOK TRUST, INDIA
(An Autonomous Body Under Ministry of Human Resource Development)
"Nehru Bhawan", 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070
Telephone: 011-26707700, Fax: 011-26121883
Website: www.nbtindia.gov.in, E-mail: office.nbt@nic.in
=======================================================================
Date: - 15/05/2018

Open Tender for supply of packing materials to National Book Trust, India, New Delhi

National Book Trust, India, an autonomous organization under Ministry of Human Resource Development, Govt. of India, invites sealed quotation for supply of packing materials (Plastic panni, plastic strip roll & permanent marker) at Central Sales Store, Vasant Kunj, New Delhi-110070. The terms and conditions may be seen at Annexure – I.

You are, therefore, requested to quote your lowest rates in prescribed proforma in the Tender form (Annexure-II) for each item. You are also requested to submit the samples for which rates are quoted.

Sealed quotation along with samples may be sent to Deputy Director (Sales Store) NBT headquarter at Vasant Kunj office, New Delhi till 03:00 PM on 19-06-2018 and the Tender shall be opened at 03:30 PM on 19-06-2018.

(Rakesh Kumar)
Deputy Director (Sales Store)

Encl: Annexure-I (Terms & Conditions)
Annexure – II (Tender Form)

Note: - Incomplete, unsigned, unstamped, not in prescribed format and without EMD tenders will summarily be rejected. NBT, India reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.
National Book Trust, India  
Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj-II, New Delhi-110070  
Requirement of Packing Materials for Central sales Store

<table>
<thead>
<tr>
<th>Sl No</th>
<th>Item</th>
<th>Estimated Quantity (Yearly)</th>
<th>Size/ Specification</th>
<th>Rate (Rs.)</th>
<th>Any other Charges/Taxes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Polythene plastic Roll (Panni) 1 1/2 Mtr cut pcs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>500 Kg</td>
<td>W-44&quot; Super Quality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Plastic Strip Roll</td>
<td>2000 Kg</td>
<td>Semi Automatic Machine</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Printed NBT, India</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Permanent Marker pen</td>
<td>400</td>
<td>Black, Blue and Red</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Reynolds / luxur/ Camlin)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I/We hereby agree to abide by the terms and conditions stipulated in Annexure 1.

Date:                                      Signature:
Name:                                      PAN:
PAN:                                       GST No:
Place:

Seal/Stamp of the Firm:

Note: Quantity may vary as per requirement / orders may be placed in two to three installments in a year.
National Book Trust, India

Technical Bid Format
Annexure II Part-I

INVITING SEALED QUOTATION FOR RATES FOR SUPPLY OF PACKING MATERIALS FOR
CENTRAL SALES STORE

<table>
<thead>
<tr>
<th>SI No.</th>
<th>Particulars</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of the firm</td>
</tr>
<tr>
<td>2.</td>
<td>Address</td>
</tr>
<tr>
<td>3.</td>
<td>Contact person</td>
</tr>
<tr>
<td>4.</td>
<td>Telephone No.</td>
</tr>
<tr>
<td></td>
<td>Office............................</td>
</tr>
<tr>
<td></td>
<td>Shop...............................</td>
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<td>Residence.........................</td>
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<td></td>
<td>Fax.................................</td>
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<tr>
<td>5.</td>
<td>PAN No.</td>
</tr>
<tr>
<td>6.</td>
<td>GST No.</td>
</tr>
<tr>
<td>7.</td>
<td>EARNEST MONEY DEPOSIT</td>
</tr>
<tr>
<td>8.</td>
<td>Rs.6000/- (Rupees Six Thousand Only) (by way of a DD in favour of National Book Trust, India. payable only at Delhi/New Delhi).</td>
</tr>
</tbody>
</table>

Date: ___________  Signature: ___________

Place: ______________  Name: ______________

Seal of the Company
Tender for Supply of Packing Materials to National Book Trust, India, New Delhi.

TERMS AND CONDITIONS

1. The quotation should be submitted in the form prescribed in Annexure – II.
2. The quotation must be duly marked and submitted in sealed envelope in the Tender box, the Trust will assume no responsibility for its misplacement or premature opening.
3. Incomplete quotations are liable to be rejected.
4. Rates should be quoted specifying whether they are including or excluding GST and other levies. Rates quoted shall be valid for one year. However, contract may be extended for further two years on satisfactory performance of the Tenderer on same rate.
5. The Tenderer 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 or typed. Overwriting of rates is not permitted. Corrections, if any, should be attested by the authorized signatory.
6. If there is a difference in rates between words and figures, the amount in words will prevail.
7. When deemed necessary, the Trust may seek clarification on any aspect from the Tenderers. However, that would not entitle the Tenderer to change or cause any change in the rate quoted.
8. Sealed quotations may be sent to the Deputy Director (Sales Store), NBT headquarter Vasant Kunj office till 03:00 PM on 19-06-2018.
9. Tender shall be opened at 03:30 PM on 19-06-2018 at Trust’s Vasant Kunj Office, New Delhi. Tenderer or their representative may like to be present at the time of opening of bid.
10. Tenderers shall be required to deposit Rs. 6000/- (Six Thousand only) as Earnest Money (refundable) in the form of demand draft in favour of National Book Trust, India, Payable at Delhi/ New Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected.
11. The Trust shall award the contract to the Tenderer whose Tender has been determined to be substantially responsive and as the lowest evaluated bid, provided further that the Tenderer is determined to be qualified to perform the contract satisfactorily. The Trust shall however not bind itself to accept the lowest or any tender, wholly or in part.
12. The successful Tenderer will be required to deposit Security Money (refundable) lump sum amounting to Rs.15,000 (Rupees Fifteen Thousand only) in the form of Demand Draft, drawn in favour of National Book Trust, India payable at New Delhi. The security money deposited by the successful tenderer will be retained by the Trust till the validity of the contract and shall be returned without any interest on expiry of the contract.
13. The successful tenderer has to submit an integrity undertaking for execution of contract on transparent manner.
14. Security Deposit shall, however, be liable to be forfeited if the contractor backs out after award of the job or fails to execute supply within the stipulated time or if the supply is not made
satisfactorily as per the terms and conditions. The consignment to be delivered to NBT office, Vasant Kunj, New Delhi-70 and all cost of unloading will be borne by the contractor.

15. **Samples of all items for which rates are being quoted shall be deposited with the Trust along with the complete tender form. In absence of samples, tender will not be considered.** Judgment of committee constituted for opening tenders about quality of item shall be final and no objection shall be raised by any tenderer against this judgment. Tenderer may see the sample of items from our Sales Store of the Trust before submitting quotation.

16. The Trust may free to accept or reject any quotation, and to annul the whole tendering Process or to reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected Tenderers.

17. **The Supply of all items should be as per the approved samples as mentioned in tender form (Anexure-II).**

18. The suppliers shall deliver the items within 10 working days from the date of issue of supply order by the Trust. All items are to be delivered at NBT godown in specified place as decided by the NBT officials. All loading/off-loading cost is to be borne by the supplier.

19. During execution of order, if any loss suffered by the supplier, he shall not entitled to claim any compensation from the trust.

20. In case of failure to complete the supply order in time, Trust may impose a penalty of Rs.1000 per day and contractor may be black listed from the future tendering of the Trust. In such case, the Trust shall also have the right to make alternative arrangement to procure supplies through some other contractor and extra amount paid to other contractor to purchase the items, shall be recovered from the original contractor.

21. The Trust may also impose penalty as decided by the Competent authority to the supplier for supplying materials different from the specified sample submitted during opening of the Tender or reserve the right to reject the ordered consignment.

22. Income Tax at source as applicable shall be deducted by the Trust as per the norms of Government of India.

23. The Tenderer must mention the permanent Account Number (PAN), GST No. and other credentials.

24. All unresolved disputes shall be subject to the jurisdiction of Delhi/New Delhi Courts only.

(Rakesh Kumar)
Deputy Director (Sales Store)