

TENDER NOTICE

National Book Trust, India, an autonomous body under the Ministry of Human Resource Development, Govt. of India, invites sealed tenders from registered transporters, on the prescribed Tender Form for transportation of books, packing materials, racks, furniture and other office equipments from NBT Godown at New Fruit & Vegetable Mandi, Site-IV, Sahibabad, Ghaziabad to its new premises at 5, Institutional Area, Phase-II, Vasantkunj, New Delhi-70 including loading, unloading and door delivery.

The Tender Form can be obtained from the Office of Dy Director (Store), National Book Trust, India, Plot No.5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 on any working day between **9.30 a.m.** and **5.00 p.m.** The tenders shall be accepted in the NBT office at **Plot No.5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110 070** upto 1500 hrs. latest by **16th September 2008** and shall be opened immediately thereafter. Tenderers or their authorized representatives may, if they so desire, be present when the tenders are opened. Tender Form can also be downloaded from the Trust's website www.nbtindia.org.in.

The Director, NBT India reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

No.F-37-7/2008/Store/Trans/

Date: 4th September 2008

Sub: Tender for transportation of books, packing materials, racks, furniture and other office equipments from NBT Godown at New Fruit & Vegetable Mandi, Site-IV, Sahibabad, Ghaziabad (UP) to its new premises at 5, Institutional Area, Phase-II, Vasantkunj, New Delhi-110070.

Dear Sir,

National Book Trust, India an autonomous organization under Ministry of Human Resource Development, Department of Higher Education, Government of India, invites sealed Tenders in the enclosed Tender Form (Annexure I) to assign the contract for transportation of books packed in the carton boxes, packing materials, racks, furniture and other office equipments from NBT Godown at New Fruit & Vegetable Mandi, Site-IV, Sahibabad, Ghaziabad (UP) to its new premises at 5, Institutional Area, Phase-II, Vasantkunj, New Delhi-110070.

You are requested to quote your lowest rates in the prescribed proforma (Annexure – II) for transportation of books, packing materials, racks and other office equipments from Sahibabad (UP) to Vasant Kunj, New Delhi including loading, unloading and door delivery. Please note that the contract will be given for one side transportation of consignment.

Sealed Tenders addressed to the Dy Director (Store), National Book Trust, India, Plot No.5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070. The Tenders shall be accepted upto 1500 hrs on **16th September 2008** in the office of National Book Trust, India, and will be opened at 1600 hrs on the same day.

Tenderers or their authorized representative may, if they so desire, be present while opening the Tenders.

Thanking you,

Yours faithfully,

**(Raghuandan Prasad)
Dy Director (Store)
Mob: 9868858889**

Encl : as above

**NATIONAL BOOK TRUST, INDIA
PLOT NO.5, INSTITUTIONAL AREA,
PHASE-II, VASANT KUNJ,
NEW DELHI-110070**

ANNEXURE-I

Tender for transportation of books, packing materials, racks, furniture and other office equipments from NBT Godown at New Fruit & Vegetable Mandi, Site-IV, Sahibabad, Ghaziabad (UP) to its new premises at 5, Institutional Area, Phase-II, Vasantkunj, New Delhi-70.

TERMS AND CONDITIONS

1. The Tender should be submitted in the form prescribed in Annexure II. Estimated value of the contract is Rs. 6 Lakh.
2. If the cover of the Tender is not sealed and marked, Trust will assume no responsibility for its misplacement or premature opening.
3. Incomplete Tenders are liable to be rejected.
4. Rates should be quoted specifying whether they are including taxes or excluding taxes with details of Service Tax and other levies, if any, and also the transit insurance charges.
5. 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 Authorised 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 any change in the quoted rate.
8. Tenderers shall be required to deposit Rs.20000/- (Rs. Twenty Thousand only) in a lumpsum as Earnest Money (refundable) in the form of a Demand Draft drawn in favour of **National Book Trust, India**, payable at **New Delhi**. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily.
9. Tenders can be submitted upto **1500 hrs** on **16th September 2008** and will be opened at 1600 hrs on the same day in the Trust's office at Plot No.5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-70 in the presence of Authorised Representatives of the Tenderers.

10. The Trust 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 tenders. The decision of the Trust in this regard will be final.
11. The Trust shall award the contract to the Tenderers 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 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. Before award of the contract, the successful Tenderer will be required to deposit a Security (refundable) equivalent 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 **New Delhi**. The Security Money deposited by the successful Tenderer will be retained till completion of the job.
13. Security Deposit shall, however, be liable to be forfeited if the contractor fails to execute supply within the stipulated time or if the supply is not made satisfactorily as per the terms and conditions.
14. If the successful Tenderer backs out after award of the contract, Earnest Money Deposit shall be forfeited.
15. The consignment of books, packing materials, racks, furniture and other office equipments are required to be lifted by the Transporter from NBT Godown at U P State Warehousing Corporation, New Fruit & Vegetable Mandi, Site-IV, Sahibabad, Ghaziabad (UP).
16. The Transporter will be responsible for safety of the consignment during transit, loading and unloading. Full value of consignment in case of loss or damage, if any, occasioned to the consignment shall be recovered from the Transporter.
17. The books to be transported are exempt from levy, octroi, Terminal / Toll tax etc.
18. The consignment must be delivered on the same day. In case the Transporter fails to deliver the consignment within the same day, the Trust shall have the right to impose a penalty of Rs.1000/- per day for the period of delay.

19. The Trust shall make the payment at its New Delhi office after the consignment is delivered in good and intact condition to the satisfaction of the Trust on production of **Dharam Kanta receipt and acknowledgement of consignment by the consignee.**
20. Rates quoted for transportation by the Transporter shall be inclusive of loading, unloading and door delivery from NBT Godwon Sahibabad to basement, 2nd Floor & 3rd Floor of NBT Godown at Vasant Kunj, New Delhi.
21. The Trust 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 award of the contract without thereby incurring any liability to the affected Tenderers.
22. The Trust is not bound to accept the lowest rates quoted by any bidder and reserves the right to accept the whole or any part of the Tender which the Tenderer shall have to execute at the rates quoted. The decision of the Trust in this regard would be final and binding.
23. Rates quoted should be valid for a minimum period of six months from the date of the award of the contract.
24. TDS deductions applicable shall be made on the bills as per rules.
25. The Tenderers must mention the Permanent Account Number (PAN), Service Tax Registration No. and other credentials.
26. All unresolved disputes shall be subject to the jurisdiction of Delhi / New Delhi Courts.

ANNEXURE-II

Quotation for transportation (Door Delivery) of books, packing materials, racks, furniture and other office equipments from NBT Godown at New Fruit & Vegetable Mandi, Site-IV, Sahibabad, Ghaziabad (UP) to the basement, 2nd Floor & 3rd Floor of its new premises at 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070.

S.No.	Item	Approx. Weight (in Tonnes)	Freight Rate per Kg including taxes / sucharge, if any	Transit Insurance charges, if any
1.	Books	500 Tonnes		
2.	Steel Racks	20 Tonnes		
3.	Packing Materials / Furniture & Other office Equipments	5 Tonnes		

I / We hereby agree to abide by the Terms and Conditions stipulated in Annexure I.

Date :

Place :

Signature :

Name :

PAN :

Service Tax

Registration

No. :

Seal / Stamp

Of the Firm :