

TENDER NOTICE FOR SUPPLY OF PACKING MATERIALS

National Book Trust, India an autonomous organization, under Ministry of Human Resource Development, Deptt of Higher Education, Government of India, invites sealed Tender in the prescribed Tender Form from reputed supplier of packing material for supply of the packing materials (items indicated at Annexure – II)

Tenders should be submitted alongwith demand draft/pay order of Rs.5,000(Rupees Five thousand only) drawn in favour of National Book Trust, India, payable at New Delhi, towards Earnest Money Deposit (refundable). The prescribed tender form may be collected from the Asstt. Director (Sales Store), National Book Trust, India Nehru Bhawan, 5, Institution Area, Vasant Kunj, Phase – II, New Delhi – 110 070 on any working day between 9.30 a.m. and 5.00 p.m. The tender form and terms and conditions may also be downloaded from our website www.nbtindia.org.in The last date for submission of tender is 10/04/2009 upto 3.00 p.m. and shall be opened at 4.00 p.m. on the same day.

Director, National Book Trust, India, India reserves the right to accept/reject any or all tenders without assigning any reason whatsoever.

NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN
5, INSTITUTIONAL AREA VASANT KUNJ, PHASE – II NEW DELHI

REQUIREMENT OF PACKING MATERIAL FOR CENTRAL SALES STORE

S.NO.	ITEM	APPROXIMATE QUANTITY	SIZE SPECIFICATION	RATE IN RUPEES PER UNIT	TAX IF ANY	REM.
1.	JUTE THREAD	300 KG	2-72 LBS-14 THIN SIZE			
2.	PLASTIC RASSI	100KG	FIRST QUALITY THIN SIZE			
3.	CORRUGATED PAPER ROLL	250 ROLLS	H-24”L-25 METERS SUPER QUALITY			
4.	PLASTIC STRIP CLIP	800 KG	WHITE 26 GAUGE			
5.	PLASTIC STRIP ROLL	900KG	FIRST QUALITY WHITE (TRANSPARENT)			
6.	GUNNY CLOTHS	3000 YARDS	W38”, st 8.12 ounce			
7.	POLYTHENE PAPER ROLL	900 KG	W-44” SUPER QUALITY			
8.	PLASTIC PACKING TAPE (BEST QUALITY)	250 PIECES	L-65, METRES (W-2”)			
9.	MARKING PENS	96 PIECES	BEST QUALITY			
10.	PAPER SHEET CRAFT	10 REAMS	100 GSM			
11.	PACKING MACHINE SET	36	FALCON MARK			
12.	INK IN TIN	8 CANES	BLUE, 5 LITRE EACH			
13.	NIDDLE (BIG)	50 NOS	STEEL			
14.	SCISSORS	12 NOS	BIG SIZE STEEL			

Name & Address of the
supplier with seal

Pan No.

**NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN
5, INSTITUTIONAL AREA, VASANT KUNJ – II, NEW DELHI**

Tender for supply of packing material to Central Sales Store, Vasant Kunj, New Delhi

TERMS AND CONDITIONS

1. The tender should be submitted in the form prescribed in (Annexure II). Estimated value of the tender is Rs.5 Lac
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 rejected.
4. The quantity mentioned in the schedule may be increased or decreased at discretion of the Trust, and no claim in this regard shall be entertained. If considered necessary, any item could be dropped completely.
5. Rates should be quoted specifying whether they are including or excluding Sales/VAT cartage charges etc..
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 Authorised Signatory.
7. If there is a difference in rates between words and figures, the amount in words will prevail.
8. Rates quoted should be for a minimum period of one year.
9. 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.
10. Tenderers shall be required to deposit Rs.5,000/- 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.
11. Tenders can **be submitted upto 3.00 p.m. on 10/04/2009 will be opened at 4.00p.m.** on the same day in the Trust Office at Nehru Bhawan, %, Institutional Area, Phase -II, New Delhi-110070 in the presence of Authorised Representatives of the Tenderers.

12. The supply of all items should be as per the approved samples. The supplier shall deliver the items within 7 working days from the date of issue of supply order by the Trust.
13. 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.
14. The Trust shall award the contract to the Tenders 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.
15. Before award of the contract the successful Tenderer will be required to deposit a Security (refundable) equivalent to 3% 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.
16. Security Deposit shall, however, be liable to be forfeited if the contractor fails to execute the supply within the stipulated time or if the supply is not made satisfactorily as per the terms and conditions.
17. If the successful Tenderer backs out after award of the contract. Earnest Money Deposit shall be forfeited.
18. The samples of all items for which rates are being quoted shall be deposited with the Trust office along with the complete tender form. In the absence of samples tender will not be considered.
19. During the execution of order if any loss is suffered by the contractor he shall not be entitled to any compensation or claim from the Trust.
20. Cartage from the contractor's godown to NBT godown, Vasant Kunj, New Delhi including loading and unloading will be borne by the contractor.

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 tenderer and reserves the right to accept the whole or any part of the Tender as portion of quantity offered which the tenderer shall have to supply at rates quoted.
23. If, at any time during performance of the contract the contractor encounters conditions impeding timely supply, he shall promptly notify the Trust in writing of the fact of delay, its likely duration and its causes. After receipt of the contractor's notice the Trust shall evaluate the situation and may at its discretion extend the time for performance.
24. In case of failure to complete the supply order in time the Trust may impose a penalty of Rs.1000/- per day and the contractor may be black listed for future. The Trust shall also have the right to make alternative arrangement to procure supplies through some other contractor of in such cases.
25. TDS applicable shall be deducted.
26. The Tenderer must mention the Permanent Account Number (PAN), Service Tax Registration No. and other credentials.
27. All unresolved disputes shall be subject to the jurisdiction of Delhi/New Delhi Courts.

