



NATIONAL BOOK TRUST, INDIA

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By Speed Post

F. No. 7-12/ 21st NDWBF/11-12/Admn./

08 January, 2013

Subject : Quotation for Hiring of Tempo Traveler (12 Seater + with Driver) for New Delhi World Book Fair 2013 at ITPO, Pragati Maidan, New Delhi

Dear Sir/Madam,

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 4 to 10 February 2013. In order to facilitate the visitors from one hall to another and to bring from various entry gates. NBT proposed to hire 'Tempo Traveler' 12 Seater alongwith Driver, on rental basis in Pragati Maidan. For this purpose NBT requires fleet of Tempo Traveler during its NDWBF 2013 from 4th to 10th February 2013. The vehicles will be required daily during the Fair period including Saturdays/ Sundays and holidays, and will be used within the Pragati Maidan Fair ground complex from 11.00 a.m. to 8.00 p.m.

Scope of work

20 number Tempo Traveler 12 Seater alongwith Driver

The number of Tempo Traveler 20 in numbers (12 seater alongwith Driver) required which will ply at Pragati Maidan from one hall to another and also from the various entry gates to the respective halls from 11.00 a.m. to 8.00 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 who may be interested in advertising in the Tempo Traveler. 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.

You are requested to submit TECHNICAL BID & FINANCIAL BID separately. 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 Director, national Book Trust, India with prequalification documents, work specifications and FINANCIAL BID shall contain Price Schedule. The successful bidder has to deposit 5% of the total amount as the performance guarantee money less the EMD interest free, which would be refunded alongwith the final settlement of the bill. The EMD deposit of the unsuccessful bidders would however be returned once the tender is finalized. Your quotation should be addressed to the following address and dropped in the Tender box for the purpose kept at Reception of NBT, India, New Delhi -110070 by 18th January 2013 at 2.00 pm. The same will be opened at 2.30 pm on the same day in the presence of the bidders, who wish to attend.

**(Kumar Samresh)
Assistant Director (Admn.)**

Terms and Conditions for supply of Tempo Traveler (with Driver) on hiring basis. During the New Delhi World Book Fair - 2013 to be held From 4th to 10 February 2013

1. The Tempo Traveler 12 Seater alongwith 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.
2. The vehicles should be in a good condition and not more than three years old.
3. The contract will be valid from 3.02.2013 to 10.2.2013.
4. 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.
5. 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.
6. The agency will also be responsible for providing comprehensive insurance of the vehicle deployed covering vehicle, passengers and third party.
7. 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.
8. NBT, India has right to reject / accept the quotation without assigning any reason. The service provider will not be entitled to claim any compensation against such termination.
9. All the drivers must have communication connectivity either through Mobile or walki – talki & their numbers will also be provided to NBT official incharge.
10. All drivers should have proper uniform to enable us to identify them. They should also have identity cards.

11. During the period of the contract no increase in rates at any ground, will be entertained.
12. 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.
13. All Drivers and Supervisor would be required to wear a badge supplied by NBT alongwith their prescribed uniform while on duty.
14. 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 officer to whom the driver reports is apprised after Award of Contract.
15. The firm should be experienced in providing fleet minimum 15 Tempo Traveler for similar events, delegations, meetings and conferences etc.
16. Forfeiture of EMD in case of deviation from any of the condition specified above.
17. 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..
18. 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.
19. 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.
20. 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.

21.The matter will be subject to exclusive jurisdiction of Courts in the National Capital Territory of Delhi.

Director, NBT, India reserves all the rights to accept/reject any or all the tenders without assigning any reason(s) thereof.

(Kumar Samresh)
Assistant Director (Admn.)

Technical Information and Undertaking

1. Name of the Firm :

2. Address :

3. Contact person :

4. Telephone number/Mobile No. :

5. Documentary evidence of Registration of the firm:

6. Summary of the Fleet of vehicles with date of registration.

7. Annual turnover of the last three years :
During financial year 2009-10, 2010-2011 & 2011-2012

8. Pan No. (Copy attached) :

9. Service Tax No. (Copy attached) :

10. Experience as Tempo Traveler service Provider :

11. EMD detail :

(Signature of Tenderer with Stamp of the Firm)

Date

Place

Financial Information and Undertaking

1. Name & Address of the Firm :

2. Contact Person :

3. Telephone number/Mobile No.

4. E-mail

5. Fax No.

6. Temp Traveler from 10.30 a.m. to 8.00 p.m. within the Pragati Maidan	<u>Rate</u> Rs.
One Supervisor Daily basis	Rs.
Taxes, if any	Rs.

(Rates quoted for vehicle would be inclusive of rent, fuel, Driver & maintenance/
advertisement cost)

Signature of
Tenderer

Name

Address

Seal