

Sub: Invitation for Quotation for purchase of Canvas Bag – reg.

Dear Sir,

National Book Trust, India an apex body under the Ministry of Human Resource Development, Deptt of Higher Education, Govt. of India invites sealed quotations for purchase of Canvas Bag as per specification mentioned in **Annexure-I**

Required sealed quotations in all aspects addressed to the Asstt. Director (Admn.), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase – II, Vasant Kunj, New Delhi–110 070 should reach this office latest by **14.1.2013 upto 11 AM**. The quotations shall be opened on the same day at **2:30 PM**. Bidders or their authorized representatives may at their discretion be present while opening the quotations. However, the Trust reserves the right to accept/reject any of all quotations without assigning any reason whatsoever.

You are directed to quote your bid in Annexure – I as per the enclosed Terms & Conditions and the same is uploaded on the site of NBT, India i.e. www.nbtindia.gov.in

Thanking you,

Yours faithfully,

(Kumar Samresh)
Assistant Director (Admn)

Encl: As above.

NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN, 5, INSTITUTIONAL AREA
VASANT KUNJ PHASE-II, NEW DELHI-110070

NEW DELHI WORLD BOOK FAIR - 2013
04 FEBRUARY – 10 FEBRUARY 2013 PRAGATI MAIDAN, NEW DELHI

TERMS AND CONDITIONS OF THE TENDER FOR SUPPLY OF CANVAS BAGS

NATURE OF WORK

Supply of approximately **3000 Canvas bags** as per specifications given in the proforma at **Annexure-I**.

TERMS AND CONDITIONS

1. The Tender should be submitted on the prescribed tender form (**Annexure-I**). Tender should be filled in only as per unit for which is called for, deviation from which will be cause rejection of whole tender.
2. If the cover of the Tender is not sealed and marked, the NBT, India will assume no responsibility for the Tender's misplacement or premature opening.
3. The Tenderer shall bear all costs associated with the preparation of his tender including cost of preparation for the purposes of clarification of the Tender, if so desired by the NBT. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
4. The Tenderer should clarify whether the individual signing the Tender or other documents in connection with the tender signs as:
 - 4.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietor, or
 - 4.2 A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or a power of attorney. In the alternative, the Tender should be signed by all the partners, or
 - 4.3 Constituted Attorney if it is a company.
 - 4.4 The Tender should be signed either by the proprietor or by his authorised representative. In case of the latter an authority letter should be enclosed with the Tender.
5. Incomplete Tenders are liable to be rejected. It means Tender should quote for all items. If any item is missed or not quoted the whole Tender will be rejected.
6. The quantities mentioned in the schedule may either be increased or reduced at the discretion of the NBT, India at the same rate and no claim in this regard shall be entertained.

7. 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 Tenderer with his initials.
8. If there is a discrepancy in rates between words and figures, the amount in words will prevail.
9. Tenderers shall be required to deposit `10,000.00 as Earnest Money (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.
10. When deemed necessary, the 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. The NBT may, if so desired, ask the Tenderer to give presentation for the purposes of clarification of the Tender. All expenses for this purpose as also for the preparation of documents and other meetings will be borne by the Tenderer.
11. Each Tender should be accompanied by documentary evidence of the Tenderer of his having done work of a similar nature. In the absence of documentary evidence, the Tender may be rejected.
12. The NBT will open the Tenders in the presence of the Tenderer or his authorised representative, who may choose to attend at the following location:

National Book Trust, India
Nehru Bhawan, 5, Institutional Area
Vasant Kunj Phase-II, New Delhi-110070

- 12.1 The Tenderer's name, modifications, Tender withdrawal and such other details as the NBT, at its discretion, may consider appropriate, will be announced in the meeting.
13. The NBT will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the Tenders are generally in order.
14. A Tender determined as not substantially responsive will be rejected by the NBT and may not subsequently be made responsive by the Tenderer by correction of the non-conformity.
15. The NBT may waive 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 the NBT in this regard will however be final.

16. The NBT will award the contract 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 qualified to perform the contract satisfactorily. The NBT shall however not bind itself to accept the lowest or any Tender, wholly or in part.
17. Before award of the contract the successful Tenderer will be required to deposit as Security (refundable) a sum equivalent to 5% of the value of the contract, after adjustment of Earnest Money Deposit only 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 conclusion of the Fair.
18. Security money shall, however, be liable to be forfeited in the event the contractor either fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the specifications. If the successful contractor backs out after award of the contract, Earnest Money Deposit is liable to be forfeited.
19. The supply must be completed by **24th January 2013** in all respects. Failure to do so will entitle the NBT to impose a penalty of ₹1,000.00 per day on the contractor and he may be blacklisted for future work. Further, failure on the part of the contractor to complete the supply in accordance with the terms and conditions set out and within the time schedule will confer on the NBT, India the right to get the supply through another supplier, in which event, the entire cost/damages so incurred by the NBT will have to be paid by the original supplier.
20. Representatives of the NBT may inspect the godown(s)/works and office(s) of the supplier before award of the contract.
21. **The successful Tenderer will have to get samples of the Canvas bag approved by the NBT, India before execution of supply.**
22. Supply should be at NBT office.
23. **The copyright of the bag designed for NBT would be with NBT and the vendor cannot sold the same design to others.**
24. The supplier should arrange insurance coverage during transit at his own cost.
25. Rate(s) should be quoted as inclusive of VAT and all other levies and this fact must be specifically recorded in the Quotation.
- 25.1 The NBT, India 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 for NBT's action.
- 25.2 The decision of the NBT in this regard would be final and binding.
26. 100% payment would be made on delivery and submission of bills. No advance would be paid.

27. The NBT 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 the quantity offered, which the Tenderer shall supply at the rates quoted.
28. If, at any time during performance of the contract, the contractor should encounter conditions impeding timely execution of the work, he shall promptly notify the NBT, India in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable, after receipt of the contractor's notice, the NBT, India shall evaluate the situation and may at its discretion extend the time for completion.
29. The 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.
30. The NBT will have discretion to award the contract to more than one contractor. In such a condition, other bidders shall supply at the lowest accepted rate.
31. **Each Tender must be accompanied by a sample of the bag prepared failing which the Tender shall be rejected outrightly.**
32. **Validity of the bid**
The bid submitted by the tenderers shall be valid for a minimum period of 30 days computed from the date of opening of the bid.

Sealed tenders, superscribed "NDWBF-2013: Tender for supply of Canvas bags" and addressed to the Director, National Book Trust, India, shall be accepted in the office of the National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj Phase-II, New Delhi-110070 upto 11.00 a.m. on 14.1.2013 and shall be opened on the same day at 02:30 p.m. Tenderers or their authorized representatives may, if they so desire, be present at the opening of the tenders.

NATIONAL BOOK TRUST, INDIA
NEHRU BHAWAN, 5, INSTITUTIONAL AREA
VASANT KUNJ PHASE-II, NEW DELHI-110070

NEW DELHI WORLD BOOK FAIR-2013
4th FEBRUARY – 10th FEBRUARY 2013 PRAGATI MAIDAN, NEW DELHI

SUPPLY OF CANVAS BAGS

Canvas Bag (3000)

	<i>Description</i>	<i>Rate (Per Bag) inclusive of all taxes (Rs.)</i>
<i>Size</i>	<i>13.5"x 15"</i>	
<i>Bottom</i>	<i>3.5"</i>	
<i>Handle</i>	<i>26"</i>	
<i>Colour</i>		
<i>Printing</i>	<i>8 Colour Screen Printing</i>	<i>Text in Green Colour</i>
<i>Weight Per sq. Meter</i>	<i>350 gsm+ 5%</i>	<i>1st grade cloth to be used, as per specimen cloth & size available with AD(Admn.)</i>
	<i>Inner Pocket with Flap (size) 7"x9"</i>	
	<i>NDWBF Logo & National Book Trust, India at Back in Light Green Colour</i>	

Cartage : to be borne by the Vendor/Supplier

NOTE: Specimen Of Canvas Bag Prepared Should Invariably Accompany Each Tender Failing Which The Tender Will Be Rejected Outrightly.

The delivery shall be for, National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj Phase-II, New Delhi-110070

Date:
Place:

Signature:
Name:
Address:
PAN:

I/We undertake to abide and be bound by the terms and conditions of the tender/contract.

Sign of the Tenderer
with Official seal,
Tel. No. and date: