



NATIONAL BOOK TRUST, INDIA
Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj,
New Delhi-110 070
Phone No.011-26707700, Fax No.011-26121883
Email: office.nbt@nic.in
Website: www.nbtindia.gov.in

Tender Notice

National Book Trust, India an autonomous organization of the Government of India, Ministry of Human Resource Development invites sealed Tenders for hiring of Taxis and one EECO Delivery Van for day to day official use.

Tender Form can be purchased from Assistant Director (Admn.) on payment of Rs. 500/- (Rupees Five hundred only) (Non-Refundable) in cash or in the form of Demand Draft drawn in favour of National Book Trust, India, payable at New Delhi on any working day between 10.00 a.m. to 5.00 p.m.. The Tender Document can also be downloaded from NBT's website w.w.w.nbtindia.gov.in. In such a case, cost of tender document is to be paid at the time of submission of tender in the form of demand draft alongwith complete Tender Document. The Tender Document is also available in e-procurement portal www.eprocurement.gov.in.

Date of issue of Tender	:	19 th December 2013
Date of Submission of Tender	:	16 th January 2014 upto 1.00 p.m.
Date of Opening of Tender	:	16 th January 2014 - 2.00 p.m. (Technical bid)
	:	16 th January 2014 – 3.00 p.m. (Financial bid)

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

Rs.500/-



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA
नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंत कुंज नई दिल्ली-110070

TENDER DOCUMENT

Subject: Submission of tender for hiring of taxis and one delivery van for day-to-day and need based use:

National Book Trust, India, an autonomous organization of the Government of India, Ministry of Human Resource Development invites sealed bids to hire passenger cabs and one Eeco delivery van for official use at its headquarters office, Vasant Kunj, New Delhi.

NATURE OF WORK

Hiring of 04 (Four) **EECO 5 Seater Cabs and one EECO Delivery Van (Cargo Model)** for 5 days a week in a month for National Book Trust India, Vasant Kunj, New Delhi-70 as per details given in proforma at **Annexure-1**. **Apart from this, NBT will also require hiring of cabs like Maruti Van/EECO/Innova/Qualis/Tavera/Indica/Indigo/Esteem/Wagon R from time to time.**

TERMS AND CONDITIONS

1. The Tender should be submitted only on the prescribed Tender Form (**Annexure-1**). Tender should be filled in only as per unit for which rate is called for, deviation from which will cause rejection of the whole tender.
2. The Tenderers shall bear all costs associated with the preparation of his Tender. NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
3. The Tenderer should clarify whether the individual signing the tender or other documents in connection with the Tender signs as:
 - a. A "sole proprietor" of the firm or constituted attorney of such sole proprietorship, or
 - b. A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration of disputes concerning the business of the partnership either by virtue of the partnership deed or a power of attorney. Alternatively, the Tender should be signed by all the partners, or
 - c. Constituted Attorney if it is a company.
4. Incomplete Tenders are liable to be rejected. It means Tender should quote for all items. If any item is omitted or not quoted the whole Tender will be rejected.
5. The requirement of Taxies mentioned in the schedule may be increased or

reduced at the discretion of NBT and no claim in this regard shall be entertained. If considered necessary, any requirement could be dropped completely.

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 Tenderer with his initials.
7. If there is a discrepancy in rates between figures and words, the amount in words will prevail.
8. No garage to garage mileage will be charged by the agency. Meter reading will start from NBT office & would end at NBT office. Everyday, meter reading will be checked by the Authorised representative of NBT, India i.e. Admn Section, Estt. Section, Accounts Section as authorized by the Competent Authority.
9. At the time of billing daily duty slips/copy of log book duly signed by concerned Admn. Staff are to be attached failing which payment will not be made.
10. Tenderers shall be required to deposit Rs.25,000.00 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.
11. Each tender should be accompanied by documentary evidence of the Tenderer being a registered Taxi operator having experience of working with government organizations and of his having done work of a similar nature. In the absence of documentary evidence, the Tender will be rejected.
12. 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.
13. A Tender determined as not substantially responsive will be rejected by NBT and may not subsequently be made responsive by the Tenderer by rectifying the non-conformity.
14. NBT 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 Tenderers. The decision of NBT in this regard will be final.
15. The vehicles will report at NBT office at 9 A.M. sharp daily and will remain on duty till 5:30 P.M. The requirement of vehicles may vary as per actual situation and the vehicles may also have to be provided at short notice.
16. The time may be extended beyond 5:30 pm on need bases for which payment @ per hour as quoted would be made.
17. Further, failure on the part of the Transporter to provide the vehicles as per requirement will confer on NBT the right to hire taxis through another transporter, in which event, the entire cost/damages so incurred by NBT will have to be paid by the first transporter. Besides this, in case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a another vehicle which is of similar make as replacement immediately.
18. The driver of each vehicle provided shall maintain a logbook of the movement of

the vehicle, which must be got countersigned/verified by the controlling officer at the start and end of each day, in the absence of which payment will not be admissible.

19. If a vehicle is prosecuted due to any offence committed by a driver, NBT will not be liable to make any payment to the driver or to the Transporter nor shall it be responsible for any third party liability. All vehicles provided must be in good working condition.
20. Representatives of NBT shall have the authority to inspect the vehicles at the garage of the Transporter before award of the contract.
21. 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 competent to execute the job satisfactorily. NBT shall however not bind itself to accept the lowest or any Tender, wholly or in part.
22. The successful bidder will be required to deposit **Rs.50,000 (Fifty Thousand)** as Performance Security (refundable) after adjustment of Earnest Money Deposit in the form of a Demand Draft drawn in favour of National Book Trust, India, payable at Delhi within 10 days of award of contract. The Deposit shall be forfeited in the event of any breach or negligence or non-observance of any terms/conditions of contract or for unsatisfactory performance. The Deposit will be retained till the tenure of contract.
23. If the successful bidder backs out after award of the contract, Earnest Money Deposit would be forfeited.
24. Income tax shall be deducted at source as applicable under the Rules. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be quoted in Annexure I**, without which the Tender is liable to be rejected.
25. NBT 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 ground of NBT's action. The decision of NBT in this regard will be final and binding.
26. 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 which the Tenderer shall execute at the rates quoted.
27. NBT and the Contractor will 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.
28. NBT will have discretion to award the contract to more than one transporter. In such a condition, other bidders shall work at the lowest accepted rate.
29. Any loss to NBT due to negligence/lapse on the part of the Transporter shall be borne by the contractor. Alternatively, the amount of loss will be recovered from the amount payable to the transporter against bill(s).

30. Taxi services will also be required for NCR (Gurgaon, Faridabad, Noida Ghaziabad etc.). As and when required, the Taxis will also be used for supply of books to different parts of Delhi and NCR. The Contractor will have to submit receipts of tax paid for reimbursement.
31. If any Vendor, fails to provide the vehicles as desired by NBT and sends a higher category vehicle in such a situation, the rate applicable to the vehicle indented by NBT will be paid. No extra payment will be admissible.
32. Drivers should have valid driving license, mobile phone etc. with experience of driving in Delhi & NCR. They should report on duty in a proper uniform, be courteous to the staff of NBT/Guests.
33. In case of any complaint in vehicle or driver, contractor would change it immediately at own cost.
34. All the vehicles should be comprehensively insured.
- 35. Only such Taxi Operators should apply whose vehicles have been duly authorized by the concerned RTO (Yellow plate Taxis only) for public transport and who have telephone connections available at their premises/garage/stands from where cabs are to be operated. Vehicle should not be more than three years old.**
36. A list of drivers who are deployed on duty along with their valid driving license nos. and mobile numbers has to be provided to National Book Trust, India. No driver should be changed unless the officer to whom the driver reports is informed after award of contract.
37. An undertaking from the Transporter on the letter-head stating that the drivers provided are of good character, vetted by Police for security, have valid driving license and are aware of the roads of Delhi will be provided to NBT, after award of contract.
38. The firm should have an adequate number of telephones for contact round the clock and these should be conveyed to NBT.
39. The firm should have a provision to take bookings 24 x 7.
40. Any complaint from the users regarding poor upkeep, maintenance, non-availability of accessories or any misbehavior of the driver would attract a deduction from the bill for that day(s) on pro rata basis @ 25% in the first instance, 50% in the second instance and removal of driver and/or vehicle from the fleet in the third instance.
41. Any overtime arising due to breakdown of a vehicle provided by the Agency shall be on his account and shall not be charged to NBT.
42. 1% of the daily amount will be deducted in case of delayed reporting by the driver.
43. Period of contract will be initially for one year and may be extended for a further period of another year on mutual consent and satisfactory performance.
- 44. The rates quoted will also be applicable for the forthcoming New Delhi World Book Fair, 2014 i.e. from 15th to 23rd February 2014 at Pragati Maidan. There will no increase in the rates.**

45. If the event of any negligence or unsatisfactory execution on the part of the contractor, NBT will have the right to forfeit the Performance Security and to recover penalty as it deems appropriate from the amount payable against the contractor's bill(s). If deemed necessary, the contractor may also be blacklisted for future.

46. **Validity of the bid**

The bid submitted by the Tenderers shall be valid for a period of 1 year computed from the date of award of contract extendable for another one year on satisfactory performance & mutual consent.

47. **Interested parties should submit their bids in a separate sealed cover superscribed "Technical bid for passenger cabs and delivery van" and in another envelope superscribed "Financial bid for passenger cabs and delivery van". Thereafter, both the envelopes should be placed in a third sealed cover superscribed, "Tender for passenger cabs and delivery van" addressed to Director, National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070, which must reach on the above address by 1.00 p.m. on 16th January 2014.**

Technical bids will be opened at 2.00 p.m. and financial bids will be opened at 3.00 p.m. on the same day.

For any query, Assistant Director (Admn.) may be contacted on telephone number 011-26707754/736.



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Annexure I

**HIRING OF TAXIS (MARUTI VAN/INNOVA/QUALIS/TAVERA/EECO/INDICA/
 WAGON R/INDIGO)**
PROFORMA

S. No.		<u>LOCAL (NCR) Rates (In Rs.)</u>		<u>OUTSTATION Rates (In Rs.) with Driver night halt charge</u>		<u>Remarks</u>
		<u>AC</u>	<u>Non-AC</u>	<u>AC</u>	<u>Non-AC</u>	
	<u>INDICA/ WAGON R</u>					
1.	Upto 9 hours & 80 km					
2.	Extra detention per hour					
3.	Extra running per km					
4.	Half day 4.5 hours & 40 km					
5.	Parking charges would be actual on production of receipt.					
	<u>ESTEEM / INDIGO</u>					
1.	Upto 9 hours & 80 km					
2.	Extra detention per hour					
3.	Extra running per km					
4.	Half day 4.5 hours & 40 km					
5.	Parking charges would be actual on production of receipt.					
	<u>EECO (Monthly charges per vehicle for 9 hours/80 km for 5 days a week in a month)</u>					
1.	Upto 9 hours & 80 km					
2.	Extra detention per hour					
3.	Extra running per km					
4.	Half day 4.5 hours & 40 km					
5.	Parking charges would be actual on production of receipt.					

	<u>INNOVA / QUALIS / TAVERA</u>					
1.	Upto 9 hours & 80 km					
2.	Extra detention per hour					
3.	Extra running per km					
4.	Half day 4.5 hours & 40 km					
5.	Parking charges would be actual on production of receipt.					

Date:

Signature:

Place:

Name:

Address:

PAN:

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

List of documents submitted along with the Tender:

1. Documentary evidence of the Tenderer having worked with Govt./Autonomous Bodies/PSUs etc.
2. Registration Certificate (Registered Tourist Taxi Agency).
3. PAN (attested photocopy of PAN Card).
4. Service Tax No.

Signature of the Tenderer with
Official Seal

Telephone No. and date