



राष्ट्रीय पुस्तक न्यास, भारत
NATIONAL BOOK TRUST, INDIA

नेहरू भवन, 5 इंस्टीट्यूशनल एरिया, फेज-2,
वसंत कुंज नई दिल्ली-110070

F. No. Admn./ Auto Rickshaw/2016/

1st March 2016

Subject: Inviting quotations for hiring of two Auto Rickshaw (CNG) for the office use

Sir/Madam,

National Book Trust, India, an autonomous organization of the Government of India, Ministry of Human Resource Development invites sealed bids for hiring of two Auto Rickshaw (CNG) for the NBT staff in Delhi and National Capital Territory.

You are requested to submit your quotations latest by 1:00 p.m. on **30/03/2016**. The bids shall be opened at 2:00 pm on the same day in the presence of the Tenderers or their authorized representatives .

The Terms & Conditions and Tender form (**Annexure-I**) are enclosed.

Yours faithfully,

(Mayank Surolia)
Asstt. Director (Admn.)

Encl: As above



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TENDER DOCUMENT

TERMS AND CONDITIONS OF THE TENDER FOR HIRING OF AUTO RICKSHAW (CNG) FOR THE OFFICIAL USE IN THE NATIONAL BOOK TRUST INDIA OFFICE

SCOPE OF WORK

Hiring of Two Auto Rickshaw (CNG) for the office use at the National Book Trust, India.

TERMS AND CONDITIONS`

1. Sealed bids superscribed " Tender for hiring of 02 Auto Rickshaw (CNG)" and addressed to the Director, National Book Trust, India shall be accepted in the office of National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070 upto 1.00 p.m. on **30.03.2016** and shall be opened at 2.00 p.m. on the same day. Tenderers or their authorized representatives may, if they so desire, be present during the opening of the Tenders.
2. Each Tender should be accompanied by Technical bid and Financial bid separate in two covers 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 will be rejected.
3. If the cover of the Tender is not sealed and marked, NBT will assume no responsibility for the tender's misplacement or premature opening.
4. The Tenderer shall bear all costs associated with the preparation of his Tender including cost of preparation for the purposes of clarification on the Tender, if so desired by NBT. NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
5. The tenderer should clarify whether the individual signing the tender or other documents in connection with the tender signs as:
 - 5.1 A "sole proprietor" of the firm or constituted attorney of such sole proprietorship, or

- 5.2 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
- 5.3 Constituted Attorney if it is a company.
6. Incomplete Tenders are liable to be rejected. It means that the Tenderer should quote for all the items. If any item is omitted or not quoted, the rate for that item will be treated as zero and the Tenderer will have to do that job free of cost.
7. Number of Auto Rickshaw 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 item could be dropped completely.
8. Self certified/attested copies of the following documents must be submitted:
- a) Copies of income Tax Returns for the last three years alongwith minimum turnover of 5 lakhs per year
 - b) Copy of Registration of the firm
 - c) Copy of Service Tax Registration
 - d) Work order of similar nature of work
 - e) Valid Licence with Badge of Auto Driver
9. The Auto Rickshaw should be in good condition and not more than six months old.
10. Driver's services may be required on Saturday/Sunday and other public holidays for which advance intimation will be given to him.
11. The Trust shall not be responsible for any loss or mishap which may occur during the course of Driver's duty.
12. Initially Auto Rickshaw will be required from a period of one year, extendable upto three years after receiving satisfactory report.
13. The contractor/agency will be solely responsible for proper maintenance and upkeep and fuel before start the duty and to ensure that Auto Rickshaw are presentable and in smooth running condition at all times. Further the drivers provided for running the Auto Rickshaw should be skilled and well versed with requirements of the job besides being courteous and polite.
14. The agency will also be responsible for providing comprehensive insurance of the Auto Rickshaw deployed covering vehicles passengers and third party.
15. NBT reserves the right to accept/reject any quotation without assigning any reason. The Tenderers will not be entitled to claim any compensation against such decision of the NBT.
16. All the drivers must have communication connectivity through Mobile phones and their numbers will also be provided to the officer-in-charge of NBT
17. Auto Rickshaw drivers should be dressed in proper uniform to facilitate identification, They should also display photo identity cards.

18. During the period of the contract, no increase in rates on any ground, will be granted.
19. The firm should be experienced in providing fleet of a minimum of 10 Auto Rickshaws.
20. The operators shall ensure that necessary permission/licenses etc. relating to operation of Auto Rickshaws are obtained and no law/regulations in this regard are violated. The operator should abide by all the latest Government and Police notifications regarding safety measures.
21. 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.
22. If there is a discrepancy in rates between figures and words, the amount in words will prevail.
23. In their own interest the Tenderers are advised to inspect the site to assess the scope of work before submitting Tenders.
24. Tenderers shall be required to deposit **Rs.10,000/- 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.
25. When deemed necessary, NBT may seek clarification on any aspect from the Tenderers. However, that would not entitle any Tenderer to change or cause any change in the rate quoted. All expenses for preparation of documents and meetings, if any, will be borne by the Tenderer.
26. Before award of the contract, the successful Tenderer will be required to deposit as Performance Security (refundable) a sum equal 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 Delhi. The Security Money deposited by the successful Tenderer will be retained till conclusion of the contract.
27. Security money shall, however, be liable to be forfeited if the contractor fails to execute the job satisfactorily as per the requirements. If the successful bidder backs out after award of the contract, Earnest Money Deposit will be forfeited.
28. Income Tax as applicable shall be deducted at source. **Permanent Account Number (PAN) allotted by the Income Tax Authorities must be mentioned in Annexure-I**, without which the Tender is liable to be rejected.
32. 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 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 would be final and binding.
33. 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 at the rates quoted.

34. 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 subject to the jurisdiction of Delhi courts only..
36. 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.
37. **Validity of the bid**
The bids submitted by the Tenderers shall be valid for a minimum period of 120 days computed from the date of opening of the bids.



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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 2012-13, 2013-2014 & 2014-2015
8. PAN (Copy of card attached)
:
9. Service Tax No. (Copy attached) :
10. Experience as Auto Rickshaw service Provider :
11. EMD detail :

(Signature of Tenderer with Stamp of the Firm)

Official Seal:

Date

Place



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Financial Bid and Undertaking

1. Name & Address of the Firm :
2. Contact Person :
3. Telephone number/Mobile No.
4. E-mail
5. Fax No.

S.No.	Particulars	Rate Per Auto Rickshaw	Total amount
i)	Hiring charges from 9.00 a.m. to 7.00 p.m. for 80 kms.		
ii)	Rate after 80 kms.		
iii)	Over time per hours beyond 7.00 pm.		
iv)	Taxes if any,		

(Rates quoted for each Auto Rickshaw should be inclusive of fuel, Driver, maintenance cost etc.)

If the two firms quoted the same rate it will be discretion of the NBT to select one firm for awarding the contract as per their performance

Signature of Tenderer

With official seal:

Name

Address

Seal