

NATIONAL BOOK TRUST, INDIA

Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase II, New Delhi – 110 070

Cost of Tender Form: -Rs.1000/-

TENDER FORM

S.No.	Item	Approx Quantity	Size	Specifications	Rate per Box	Sales tax/ VAT	Other tax/ charges, if any	Cartage	Total
1.	Carton Boxes	30,000	Length -20” Width - 15” Height - 8”	New Carton Boxes of 6 ply of 150 gsm with HDPE					
2.	Carton Boxes	20,000	Length – 20” Width – 15” Height – 8”	New Carton Boxes of 7 ply 150gsm with semi craft paper with four side cloth patti					

I/We undertake to abide by and are bound to all the Terms and Conditions stipulated in Annexure – I of the Tender.

Date:

Name

Signature

Place:

PAN No.

Address:

Seal

ANNEXURE – I

NATIONAL BOOK TRUST, INDIA

Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase – II, New Delhi – 110 070

New Carton Boxes in the size of L-20", W-15", H-8" (A) of 6 ply of semi craft paper of 150gsm with lamination of top layer outside with HDPE (weight 1.100kg) (B) of 7 ply of semi-craft paper of 150gsm with four side cloth patti (weight 1 kg)

Tender Cost : Rs. 1000

(Last date of purchase of tender : 29 May 2012 by 11 a.m.)

TERMS AND CONDITIONS

1. The Tender should be submitted in the form prescribed in Annexure II attached.
2. If the cover of the Tender is not sealed and marked, the Trust will assume no responsibility for its misplacement or premature opening.
3. Incomplete Tenders are liable to be rejected.
4. Rates should be quoted for all items mentioned in Annexure – II.
5. The Tenderers should fill the rates both in figures as well as in words. The Tender Form may be filled in English or Hindi and all entries must be handwritten in ink. Overwriting of rates is not permitted. Corrections, if any, should be attested by the Authorized Signatory.
6. If there is a difference in rates between words and figures, the amount in words will prevail.
7. Approximate value of entire Tender would be Rs. 25 Lacs in one year. The quantity mentioned of both the boxes is tentative for one year period which may be increased or decreased during one year period. It is not necessary that only one order of the 30000 and 20000 quantity shall be given. Purchase order shall be given from time to time as per requirement.
8. Rates quoted should be valid for one year and Tender can be extended as per decision of Competent Authority of NBT, India after mutual consultation with tenderer if he agrees to supply boxes as per rate mentioned in Annexure – II.
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 10,000/- Earnest Money Deposit (EMD) (refundable) in the form of a demand draft drawn in favour of National Book Trust, India, payable at Delhi/ New Delhi. Tenders not accompanied by the requisite Earnest Money shall be rejected summarily.

11. The last date of submission of tenders is 29 May 2012 upto 2.00 p.m. and will be opened at 3.00 p.m. on the same day in the Trust Office at 5, Institutional Area, Vasant Kunj – II, New Delhi 110070 in the presence of authorized representatives of the Tenderers who wish to be present.
12. The supply of carton boxes should be as per the approved samples i.e. L-20”, W-15”, H-8” (A) of 6 ply of semi craft paper of 150gsm with lamination of top layer outside with HDPE (weight 1.100kg) (B) of 7 ply of semi-craft paper of 150gsm with four side cloth patti (weight 1 kg) as per specification in tender form. The printing on carton box should be “From: NATIONAL BOOK TRUST, INDIA, Nehru Bhawan, 5, Institutional Area, Phase –II, Vasant Kunj, New Delhi – 110 070 and lot number on every carton box be given for each separate supply, as required by Trust (NBT, India).
13. The samples of all items for which rates are being quoted shall be deposited with the Trust alongwith the complete tender form. In the absence of samples, tender will not be considered. Judgment of committee constituted for opening the tenders about quality of item (As seems prima facie) shall be final and no objection shall be raised by any Tenderer against this judgment. Tenderer may see the sample of items from our Sales Store of the Trust before submitting quotation. If sample will not be found as per specified requirement, that particular bid will not be opened.
14. The supplier shall deliver the carton boxes within 05 working days from the date of issue of supply order by the Trust to our godown at Vasant Kunj, Phase II, New Delhi.
15. The supply of carton boxes shall be verified by a committee duly approved by the Competent Authority of the Trust. It is vital to nominate a person by vendor at the time of verification by the committee. In case, no person is sent by vendor, then the decision of committee shall be considered as final and no communication shall be accepted from vendor in case of ambiguity in the no. of supplied vs. actual found.
16. 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 any other Tenderer. The decision of the Trust in this regard will be final.
17. The Trust shall 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 Trust shall however not bind itself to accept the lowest or any tender, wholly or in part.
18. Before award of the contract, the successful Tenderer will be required to deposit performance Security (refundable) amount equivalent to 5% of the value of the contract, by way of Demand Draft 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 deposited by the successful Tenderer will be retained till completion of the job.

19. Performance Security Deposit and EMD amount shall, however, be liable to be forfeited if the contractor either fails to complete the supply within the stipulated time or if the supply is not made satisfactorily as per the terms and conditions. If the successful contractor backs out after award of the contract, Earnest Money and Performance Money Deposit shall be forfeited.
20. During the execution of order, if any loss is suffered by the Supplier, he shall not be entitled to any compensation or claim from the Trust.
21. Cartage from the Contractor's godown to NBT's godown, Vasant Kunj - II, New Delhi including loading and unloading will be borne by the contractor.
22. 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.
23. 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 the quantity offered, which the Tenderer shall have to supply at the rates quoted. The decision of the Trust in this regard would be final and binding.
24. If, at any time during performance of the contract, the Contractor should counter conditions impending timely supply of carton boxes, he shall promptly notify the Trust 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 Trust shall evaluate the situation and may at its discretion extend the time for performance.
25. NSIC & SSI approved supplier may be given preference subject to the sample being accepted by the tender opening committee and final approval by Competent Authority of the Trust.
26. In case of failure to complete the order in time, Trust shall impose a penalty of Rs.5,000/- per day and such contractor may be blacklisted from future tendering of the Trust. The Trust shall have the right to make alternative arrangement to procure supplies through some other contractor (s) of its choice, in case of delay in supplying by the original vendor. In such case, the extra amount paid by the Trust to other vendor for supplying carton boxes, shall be recovered/adjusted against EMD/Performance security amount of the original vendor.
27. Penalty, if any, needs to be paid by the Original Vendor, may also be adjusted from the EMD & Performance Security amount.
28. All unresolved disputes shall be subject to the jurisdiction of Delhi/New Delhi Courts.

Note: The cost of the tender form is Rs.1,000/- (One Thousand only). In case the tender form is downloaded from website a separate demand draft Rs.1000/- (non refundable) in favor National Book Trust, India, New Delhi must be attached with tender form. Tender form shall not be accepted without tender form fee of Rs. 1000/-