



National Power Training Institute

**An ISO 9001: 2000 & ISO 14001: 2004 Organization
(Ministry of Power, Govt. of India)**

TENDER DOCUMENT

Allotment of Shop on Rent in NPTI Complex, Faridabad

Tender Enquiry No. NPTI/CO/Purch/T-2/ Shop /2012

Dt.

NPTI Complex, Sector-33, Faridabad – 121 003

Phone No. 0129-2275448

Fax No. 0129-2277412

Website:www.npti.in

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SECTION-1
LETTER OF INVITATION

LETTER OF INVITATION

Tender Enquiry No. NPTI/CO/Purch/T-2/Shop/2012

Dated:

To

Subject: Allotment of Shop on Rent in NPTI Complex, Faridabad-reg.

Dear Sir,

1. National Power Training Institute, (hereinafter called "NPTI"), is a National Apex Body of the Govt. of India, Under Ministry of Power. NPTI invites bids for Allotment of Shop on Rent in NPTI Complex, Faridabad
2. The Tender Document includes the following:
Section 1 - Letter of Invitation
Section 2 - Notice Inviting Tender
Section 3 - Instruction to Bidders
Section 4 - General Particulars of Bidders and Financial Bid
Section 5 - Annexures
3. The Bid shall be received in NPTI, Faridabad office up to 3.00 PM of 23.08.2012 and shall be opened on the same day at 4.00 PM in the presence of bidders, who choose to be present.

Thanking You

Yours faithfully

(S.N.Pandey)
Deputy Director (Purchase)
Phone No: 0129-2275448
Fax No: 0129-2277412
E-mail: snpandey@npti.in

SECTION-2
NOTICE INVITING TENDER

NOTICE INVITING TENDER

NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121 003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website: www.npti.in

DOMESTIC COMPETITIVE BIDDING **(Through call of open Tenders)**

Tender Enquiry No. NPTI/CO/Purch/T-2/Shop/2012

Dated:

Name of Work	Allotment of Shop on Rent in NPTI Complex, Faridabad.
Estimated Value of Work	₹5.00 Lakhs
EMD	₹10,000/-
Date of Issue of Tender Document	23.07.2012
Last Date & Time for receipt of Bid	23.08.2012 upto 3.00 PM
Time and Date of Opening of Bid	23.08.2012 at 4.00 PM
Place of Opening of Bid	Board Room in Institute Building, NPTI (CO), Faridabad
Officers from whom the tender documents can be obtained	Dy. Director (Purchase), NPTI (CO), Faridabad
To whom the tender documents can be submitted	Bids shall be sent to Dy. Director (Purchase), NPTI (CO), Faridabad or may be dropped in the Tender Box within due date and time
Cost of Tender	₹500/- (not refundable)
Tender addressed to	Dy. Director (Purchase), NPTI (CO), Sector – 33, Faridabad.

Note:

- 1(a). The bid documents can be obtained from Dy. Director (Purchase), NPTI (CO), at NPTI Complex, Sector-33, Faridabad from 23.07.2012 to 23.08.2012 on working days on payment of ₹500/- towards the cost of bid documents,

payable through Demand Draft/Bankers Cheque / or by Cash deposited in Accounts Section.

- 1(b). The bid documents can be downloaded from NPTI's website www.npti.in / www.tenders.gov.in and in such case, the bidder should enclose Demand Draft / Bankers Cheque amounting to ₹500/- (Five hundred only) towards cost of bid documents and submit the same along with EMD.
- 1(c). The Demand Draft / Bankers Cheque to be drawn in favour of National Power Training Institute, payable at Faridabad.

Dy. Director (Purchase)
National Power Training Institute (CO)
Sector- 33, Faridabad
Haryana-121003

SECTION-3
INSTRUCTION TO BIDDERS

INSTRUCTION TO BIDDERS

1. Incomplete and/or ambiguous and/or Bids submitted late are liable to be summarily rejected and shall not be considered in any case.
2. The Authorized signatory must put his signature along with rubber-stamp on each page of the bid document as an acceptance of the terms and conditions and submit the same along with the bid. In case of non-compliance, the bid is liable to be ignored/summarily rejected.
3. The offer should be valid for six months (06 months) from the date of opening of bids.
4. The bidder should indicate the location details of their offices with their contact address, telephone nos., e-mail address, fax number etc.
5. Bidders are requested to carefully study the requirements before submitting the bid.
6. NPTI reserves the right to reject any or all the bids without giving any reason/notice to the bidders.
7. Postal delay or loss of bid in transit will not be responsibility of this office.
8. Telegraphic or Telex / Fax offers will not be considered.
9. The lowest bidder shall not have any right for award of the order. NPTI reserves the right of awarding the order to any of the firm keeping their merits/ demerits in mind.
10. Settlement of Disputes by Arbitration: Except where otherwise provided in the order, all questions and disputes relating to the meaning of the specifications, claims or things whatsoever, in any way arising out of the works relating to the order, or the execution, or failure to execute the same whether arising during the progress of the order or after the completion or abandonment thereof shall be subject matter of the arbitration. The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time-to-time.
11. Rent will be deposited with the cashier in advance on or before 7th of every month. In case of delay, a penalty of ₹50/- per day will be charged.

12. The use of the shop will be for the specified purpose i.e.
- A. Photocopy, Spiral Binding, Lamination.
 - B. Internet Service, P.C.O, DTP work and any other computer related support etc.
 - C. Stationary items, Grocery/confectionary items/ Soft drinks/Tea/Coffee/Cold drinks, Eatables, Snacks / Fast Food, Vegetables, Milk, Dry Cleaning, Ironing, etc.,.

The work requirement as mentioned at 'A' above and detailed at Annexure-1 is essential. In case of non-compliance, the contract shall be cancelled by giving 15 days notice.

13. The rates for Photocopy, Spiral Binding & Lamination shall be as per **Annexure-1**. The rates of other items should be at the competitive rates comparable with those prevailing in the nearby market.
14. Proper quality and hygiene of all the items and eatables shall be ensured.
15. Electricity charges will be extra as per actual consumption basis at the rates prescribed by HSEB from time-to-time and same will be paid within 15 days on receipt of bill from NPTI.
16. Necessary furnishing will be done by the concerned agencies at their own risk and cost. However, repair and maintenance of shop will be done by NPTI.
17. The shop shall be allotted initially for 3 years which may be extended for another 1 / 2 years on mutual agreement basis.
18. Earnest Money Deposit (EMD) of ₹10,000/- (Ten Thousand Rupees Only) should accompany the bid. The EMD shall be paid in the form of Demand Draft/ Bankers Cheque from a Nationalized Bank/Scheduled Commercial Bank in favour of National Power Training Institute Payable at Faridabad. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by NPTI.
19. Other statutory terms and condition will be applicable as per the standards norms of Estate Department of NPTI and other Statutory Local Bodies.
20. The allotment may be cancelled by the NPTI at any time by giving 1 month notice without assigning any reasons whatsoever; However, if the bidder vacates the premises before the agreement his security deposit will be

forfeited.

- 21.** Security Deposit of ₹20,000/- along with 3 months advance rental shall be deposited before taking of possession of shop by the bidder, which will be refundable at the time of vacation of premises after deducting the dues if any.
- 22.** The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity. The EMD of Bidders who are not selected will be returned within one month of allotting the contract (without any interest). The EMD may be forfeited if the bidder withdraws his bid during the period of validity specified by the bidder on the bid form, or in the case of successful bidder, if the bidder fails to sign the contract agreement and deposit the Security Deposit within the stipulated time limit. EMD of unsuccessful bidders shall be returned after the acceptance of the Purchase Order by the successful bidder/s.
- 23.** The successful bidder will have to sign an agreement on a non-judicial stamp paper of ₹100/- as per the format attached as **Annexure-2**.
- 24.** Payment of all statutory duties, taxes and compliance of labour laws shall be the responsibility of the agency. NPTI shall not be held responsible in this regard.

SECTION- 4

**GENERAL PARTICULARS OF BIDDERS AND
FINANCIAL BID**

BID SUBMISSION FORM

[Date]

From: [Name, address and telephone nos. of the bidder]

To
Deputy Director (Purchase)
National Power Training Institute
NPTI Complex, Sector –33, Faridabad – 121 003
Tel: 0129-2275448, Telefax: 0129-2277412
Website : www.npti.in

Subject:- Submission of bid for Allotment of Shop on Rent in NPTI Complex, Faridabad against your Tender Enquiry No. NPTI/CO/Purch/T-2/Shop/2012 – reg.

Sir,

We, the undersigned, are submitting our bid for Allotment of Shop on Rent in NPTI Complex, Faridabad in accordance with Tender Enquiry No. NPTI/CO/Purch/T-2/Shop/2012. We are hereby submitting our bid, in a sealed envelope.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation or false information / documentation contained in it may lead to our disqualification.

We accept all the terms and conditions of this tender document and we are not deviating from your terms and conditions. Our bid is binding upon us. We understand you are not bound to accept any bid you receive.

Yours sincerely

Authorized Signature [*In full and initials*]:
Name and Title of Signatory:
Name of Bidder:
Address:
Telephone (Office):
Telephone (Mobile):
Fax:
Email:

GENERAL PARTICULARS OF THE BIDDERS

Sl. No.	General particulars of the Agency	Details to be filled up by the bidder
1.	(a) Name of the Agency	
	(b) Type – Individual/Partnership/ Public limited / Pvt. Ltd.	
	(c) Address	
	(d) Contact Person's i) Name & Designation ii) Tel. No. Landline / Mobile iii) Email ID	
2.	PAN No. (Please enclose photo copy)	

Signature of Authorized person : _____

Name : _____

Designation : _____

Seal : _____

Date:

Place:

Financial Bid

S. No	Description of Shop	Area in sq.mt.	Rent ` Per Month
1.	Shop with plain floor & rolling shutter	47.80	
Total		47.80	

Signature of Authorized person : _____

Name : _____

Designation : _____

Seal : _____

Date:

Place:

SECTION- 5
ANNEXURES

ANNEXURE-1
(Page 1 of 2)

S. No	Requirements and Parameters	Specification	Rate ()
1.	Cost of Paper (500 Sheets)		
a)	Indian Art paper	90 GSM A4	189/-
		90 GSM A3	378/-
b)	Sinar Mass (Gloss/Matt)	100 GSM A4	236/-
		100 GSM A3	472/-
		90 GSM A4	200/-
		90 GSM A3	400/-
2.	Indian Art Card (Cost per Sheet)	225 GSM A4	0.95 /-
		225 GSM A3	1.90/-
3.	Separator (Coloured Maplitho)	80GSM A4	0.32 per sheet
		70GSM A4	0.28 per sheet
4.	Transparency Sheet	100 micron A4	1.50 per sheet
		175 micron A4	2.00 per sheet
5.	Spiral Binding	Below 50 pages (each book)	4.50
		Up to 100 pages (each book)	5.50
		Up to 200 pages (each book)	6.50
		Up to 300 pages (each book)	7.50
		Up to 500 pages (each books)	8.00

ANNEXURE -1
(Page 2 of 2)

6.	Spico / Wiro Binding	Below 50 pages (each book)	8.50
		Up to 100 pages (each book)	10.00
		Up to 200 pages (each book)	12.00
		Up to 300 pages (each book)	15.00
		Up to 500 pages (each books)	18.00
7. (a)	Photo Copy Facility A-4 Size White Paper	Black & White Single Side	0.60
		Black & White both side	0.90
		Coloured Photo copy single side	10.00
		Coloured Photo copy both side	15.00
(b)	Photo Copy Facility A-4 Size Colour Paper	Black & White Photo Copy Single Side	0.60
		Black & White Photo Copy both side	0.90
		Coloured Photo copy single side	10.00
		Coloured Photo copy both side	15.00
8.	General	Lamination per 100 Sq. Cm. Gloss/Matt)	0.05
		Thermal Lamination 100 Sq. Cm. (Gloss /Matt)	0.02
9.	Sale Tax/Service Tax.	As Applicable	

Format of Agreement

Subject: Allotment of shop on rent in NPTI Complex, sector-33, Faridabad

This agreement made at Faridabad on this day between National Power Training Institute (A Govt. of India Organization) having its office at NPTI Complex, Sector-33, Faridabad (First Party) & M/s.....(Second Party).

Whereas the second party has accepted the allotment of shops measuring 47.80 sq.mtr. area on a monthly rent of Rs._____ (Rs._____ Only) on the terms & conditions stipulated in the bid.

Date of Commencement of the Contract :

Date of Completion of the Contract :

The following enclosures attached herewith are also part of the agreement.

- a) Tender enquiry number :_____ dated:_____
- b) Your offer dated :_____
- c) Allotment order No :_____ dated:_____
- d) Your acceptance letter dated:_____
- e) NIT & all relevant documents submitted along with copy of order

For Agency

Signature:

Name:

Designation:

Address:

For NPTI

Signature:

Name:

Designation:

Address:

1. Witness

Signature:

Name:

Address:

2. Witness

Signature:

Name:

Address:

