

5 Institutional Area, Phase-II,
Vasant Kunj, New Delhi – 110 070
Tel.: 011-35464721 & 35464758
Email: ad.admn@nbtindia.gov.in

NOTICE INVITING TENDER

IF THERE IS A DIFFERENCE IN ANY INFORMATION/DATA MENTIONED IN THE TENDER DOCUMENT AND UPLOADED IN THE CPP PORTAL, THE INFORMATION/DATA UPLOADED IN THE CPP PORTAL SHOULD BE TREATED AS FINAL

Tender Reference No: NBT/ADMN/EMPL-CB/2026/03

Dated: 19.05.2026

Separate Online Technical & Financial Bids are invited from eligible offset printers situated in Delhi and NCR on behalf of the Director, **National Book Trust, India** for Empanelment of Corrugated Box Manufacturers for Supply of Corrugated Carton Boxes for Packing of Books.

Nature of Work	Empanelment of Corrugated Box Manufacturers for Supply of Corrugated Carton Boxes for Packing of Books
Estimated Average Work	₹1.25 Crore Per Year (Rupees One Crore Twenty-Five Lakh only)
Duration of Empanelment	Initially for a period of One Year, further extendable on mutual consent for a period of two more years annually.
Earnest Money Deposit (EMD to be submitted through NEFT/RTGS)	₹ 4.00 Lakh (Rupees Four Lakh Only).
Date of Publishing e-tender	19.05.2026 (14:00 Hrs)
Pre-Bid Meeting Date and Time	26.05.2026 (14:15 Hrs)
Clarification End Date and Time	26.05.2026 (17:00 Hrs) (No queries shall be entertained after the clarification end date and time in this regard)
Starting Date & Time of Uploading of Bids	19.05.2026 (17:00 Hrs)
Last Date and Time of uploading of Bids	01.06.2026 (11:00 Hrs)
Mode of Tender	Online
Date and time of opening of Technical Bid	02.06.2026 (11:05 Hrs)
NOTE: IF THERE IS A DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANYWHERE IN THE TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL.	

Interested parties may view and download the tender document containing the detailed terms & conditions, free of cost, from the website <http://eprocure.gov.in/eprocure/app>



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India

5 Institutional Area, Phase-II,
Vasant Kunj, New Delhi – 110 070
Tel.: **011-35464721 & 35464758**
Email: ad.admn@nbtindia.gov.in
MANUAL/PHYSICAL BIDS SHALL NOT BE ACCEPTED

Bidders should regularly visit the website to keep themselves updated.

Empanelment of Corrugated Box Manufacturers for Supply of Corrugated Carton Boxes for Packing of Books

NOTE

1. Please read and note each and every term and condition carefully before filling up the Tender Documents.
 2. Bidders must upload Technical and Financial Bid in the respective covers as provided in CPP portal.
-

e-TENDER: TERMS AND CONDITIONS

National Book Trust, India (NBT), an autonomous organisation under the Ministry of Education, Government of India, engaged in book publishing and book promotion activities, intends to enlist **corrugated box manufacturers** having a minimum of **three (03) years' experience** in manufacturing and supply of corrugated cartons for packaging applications.

The manufacturers should be situated in **Delhi & NCR** for the supply of corrugated cartons suitable for packing of books and other printed materials, ensuring safe transportation over short and long distances.

The empanelled manufacturers shall be required to **manufacture and supply corrugated cartons within 7 – 10 days** from the date of issue of supply order. Urgent requirements may involve priority supply within shorter timelines.

NBT receives bulk orders for supply of books across India. The cartons supplied must therefore be **durable, moisture-resistant, and capable of withstanding stacking and strong enough to meet transit conditions.**

SCOPE OF WORK

1. NBT publishes approximately **3,000 titles with different print runs annually**, and books are required to be packed and transported to various destinations across India. The approximate requirement of Corrugated boxes shall be **(Approx.) 2.00 Lakh annually**.

Corrugated cartons shall be used for:

- Packing of books of various sizes and weights
- Storage and warehousing
- Long-distance transportation

The Size of Corrugated Carton Box sizes shall vary depending on:

- Book dimensions
- Quantity per carton
- Load-bearing requirements

2. Location for Supply/ Delivery of Corrugated cartons boxes order:

- i. Main Sales Store at NBT Head Quarter, Vasant Kunj, New Delhi
- ii. NBT Sales Store at Fruit & Vegetable Market, Sahibabad, Ghaziabad, UP

3. TECHNICAL SPECIFICATIONS OF CORRUGATED CARTONS:

These specifications cover the manufacturing, supply, and testing of corrugated fibreboard boxes suitable for safe packing, handling, storage, and strong enough to bear stock for long-distance transportation of books under varying climatic conditions.

I. Dimensions and Tolerances (one or more dimension)

- Dimensions shall be as specified by the purchaser.
 - 20-inch (Length) x 15-inch (width) x 8 inch (height) &
 - 14-inch (Length) x 15-inch (width) x 8 inch (height)
- Permissible tolerance shall be ± 3 mm.

II. Type of Board

- Board Type: **Corrugated Fibreboard**
- Construction: **7 Ply (Triple Wall)**
- Flute Combination: **BC Flute**

III. Paper Quality (GSM)

All papers used shall be Kraft paper (Virgin/Recycled) conforming to relevant standards and shall be uniform and free from defects.

- Outer Liner: **250 GSM**
- Inner Liner: **150 GSM**
- In Semi craft paper gum paste
- DHPE (High density poly prop lain, Ethylene wove fabric) laminated with paper

IV. Load Capacity

Each carton box shall be capable of safely carrying **25–30 kg** of books without bulging, deformation, or failure.

V. Printing and Marking

Cartons shall be printed in one colour (Black), as required, with the following details:

- Name and logo of the organisation: -

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

VI. Workmanship and Finish

- The board shall be evenly corrugated and free from warp, wrinkles, cuts, or defects.
- Boxes shall be properly folded, glued/stitched, and shall be clean and dust-free.

VII. Inspection and Testing

The cartons shall be subject to inspection by the inspection committee. This may include:

- Verification of ply and flute structure
- Paper of specified GSM
- Bursting strength
- ECT (Edge Crust Test)
- General workmanship and finish

Testing may be carried out on a random sampling basis either in-house/at Manufacturer or through an external Government laboratory.

VIII. Compliance

The material and testing shall conform to relevant standards mentioned above for corrugated fibreboard boxes. The supplier shall ensure consistency in quality across all supplies.

IX. Rejection Criteria

The cartons shall be liable for rejection under the following conditions:

- Ply is less than specified
- GSM is below required limits as per point no. 3 (III)
- Poor bonding or crushed fluting
- ECT below specified values
- Improper dimensions or weak construction
- Cartons are damaged, wet, or otherwise defective

4. Payment shall be released within **15 – 30 days** after receipt of cartons in good condition and on receipt of proper pre-receipted bill in duplicate complete in all respect along with the signed delivery challans and other supporting documents as demanded by NBT. No advance shall be made at any circumstances.

5. The applicant must possess adequate in-house machinery for manufacturing corrugated fibreboard boxes (cartons). Details of machinery along with documentary proof shall be required to submit along with tender documents.

6. The requisite materials required for manufacturing corrugated cartons are to be arranged by the manufacturer and under no circumstance the period of delivery shall be extended for want of requisite materials.
7. **Manufacturer may see the corrugated boxes as sample; at present those being used in the Trust. Manufacturers shall submit sample cartons for approval before bulk supply.**
8. NBT shall inspect supplied cartons as & when required, reject defective supplies and impose penalties or order replacement.

ELIGIBILITY CRITERIA

9. (A) Required Documents:

- I. Copies of documentary evidence such as work orders or Experience certificates issued Preferably by Publishers / printers / logistics companies / Govt. institutions in support of a minimum of three (03) years' experience in corrugated carton manufacturing.
- II. Annual Turnover for the last 3 financial years (i.e. 2022-23, 2023-24 & 2024-25): Should be minimum **Rs. 2.50 Crore** as per Profit & Loss Account in each year.
- III. Copy of PAN number issued by the Income-tax department.
- IV. Copy of GSTIN & filing GST return copy of last one year. (Copy of GSTR 3A & 1B).
- V. Copy of Certificates issued by Registrar of Companies, MoCA or Registrar of Firms of concerned state government as the proof of Company Status such as Private Ltd., Partnership or Proprietorship or others.
- VI. Copy of Valid Factory License Certificate issued under the Factories Act, 1948 by the labour department of respective state government.
- VII. Pollution Certificate: A copy of the valid Consent(s) (CTE and/or CTO) covering the declared production unit and activities from corresponding State Pollution Control Board. The consent copy must show the unit's name, site address, consent number, activity description and validity/expiry date.
- VIII. Copy of valid registration certificate (current financial year) registered under MSME/Udyam or with NSIC for exemption of EMD for the MSEs.
- IX. **Experience certificate for last 03 years (2022-23, 2023-24 & 2024-25) towards supply of similar kind of product to the any entity with repute. During the last three years (i.e. 2022-23, 2023-24 & 2024-25) the value of Supply of Corrugated Boxes with completed supply order/ contract the value of which should not be less than Rs. 25.00 Lakh for each year.**

9. (B) Minimum Machinery Requirements (Mandatory):

(i) Corrugation Section:

- Corrugation Machine (Single Facer / 2-Ply Board Making Machine) – 1 no.
- Sheet Pasting Machine (Semi-automatic / Automatic) – 1 no.

(ii) Board Conversion Section:

- Sheet Cutting Machine (Rotary / Reel to Sheet Cutter) – 1 no.
- Creasing and Slotting Machine – 1 no.
- Die Cutting Machine (Platen / Rotary) – 1 no.

(iii) Box Making Section:

- Folder Gluer Machine (Semi-auto / Auto) – 1 no.
- Stitching Machine (Pinning Machine) – 1 no.

(iv) Printing Section:

- Flexo Printing Machine (Single/Double Colour) – 1 no.

(v) Auxiliary Equipment:

- Adhesive Preparation Unit (Gum Mixing Unit)
- Strapping Machine
- Digital Weighing Scale

(vi) Testing Equipment:

The manufacturer must have **in-house testing facilities** for quality control:

Strength Testing

- Edge Crush Tester (ECT Tester)
- Box Compression Tester (BCT Machine)

Paper & Board Testing

- GSM Tester (Grammage Testing Machine)
- Thickness Tester (Micrometre / Vernier Gauge)

Moisture Testing

- Cobb Tester
- Moisture Meter (*optional but preferable*)

Bonding Quality

- **Ply Bond Tester** (*preferable*)

(vii) Infrastructure Requirements:

- Adequate covered storage space for paper and finished cartons
- Proper ventilation and dry conditions to avoid moisture damage
- Separate area for:
 - Raw material
 - Production
 - Finished goods

(viii) Power Backup

- Generator or alternative Power Backup

(ix) Quality Control System

- Dedicated **quality control personnel**

10. A physical sample of the carton box, meeting the prescribed technical specifications in all respects, shall be submitted at the NBT office on or before the last date for submission of applications, failing which the application is liable to be rejected.

11. The applicant manufacturers are invited to provide the detail of establishment, machineries, equipment and manpower in the prescribed application form (Annexure- I) which may be downloaded for providing the required details. The tender form and other documents, if any, may be filled in English or Hindi and all entries must be typed and clearly readable.

12. The applicant shall submit copy of a duly executed Affidavit in non-judicial stamp paper worth Rs.100/- duly certified by a Notary public, in the prescribed format as provided along with Application Form (Annexure-I), valid for the entire duration of the empanelment process, along

with all other requisite tender documents at the time of submission of the application for empanelment. Non-submission of the Affidavit in the prescribed format shall render the application liable to rejection.

13. Incomplete, ambiguous and conditional tender and tenders not uploaded in the prescribed format of the CPP portal shall not be considered. The financial bid which is not uploaded as per the format provided in the CPP portal shall not be considered. The decision of NBT shall be final and binding.
14. Canvassing in any form shall be a dis-qualification and the NBT reserves the right to reject the tender of such applicants.
15. **The bidders are supposed to upload the tender form in two parts with in the specified date and time. Cover 1—Technical Bid & Cover 2—Financial Bid**

Cover 1-Technical Bid shall be uploaded with scanned/pdf copy of following documents as informed for in the Technical Bid as per **Annexure-II**.

- i) Tender: Terms and conditions: each and every page signed and stamped by the manufacturer.
- ii) **Application Form (Annexure-I)** duly filled-in along with the supporting documents i.e. copy of PAN, GSTIN, Factory License Certificate, Document of Company Status, Pollution Certificate, audited Balance sheets and purchase invoices of machineries and equipment.
- iii) Copy of the undertaking in prescribed format.
- iv) **Acknowledgement/Reference in respect of payment details (RTGS or NEFT) of EMD of ₹ 4,00,000.00 (Rupees Four Lakh only) (Refundable) to NBT Account** as per following details:

- Account No.: 3159101000021
- IFSC Code: CNRB0003159
- Name of Bank: Canara Bank
- Address of the Bank: Vasant Kunj Branch at National Book Trust, India, 5 Institutional Area, Vasant Kunj, New Delhi-110070

Cover 2—Duly filled Financial Bid as per **Annexure-III** shall be uploaded as per the XLS format provided Financial Bid Cover in the CPP portal. Any deviation from the prescribed format shall render the submission liable for rejection.

16. The authorized CPP portal bid openers of NBT shall open the technical bids received, in the presence of the applicants or their representatives, who choose to attend the opening of the Technical Bids on the given date and time. No separate communication / intimation shall be given in this regard. Any shortcoming noticed in the Technical Bids shall be informed to the concerned manufacturer on the spot. However, complete list of shortcomings shall be prepared after the complete screening/examining the Tender documents submitted by the applicants.

The internal committee members will examine and evaluate each application to ensure that the manufacturer:

- i) qualify the minimum eligibility criteria laid down in respect of the machinery and equipment;
- ii) Signed each and every page of terms and conditions; Signed each and every page of the application form (Annexure – I).
- iii) Payment details (RTGS or NEFT) of EMD of ₹ 4,00,000.00 (Rupees Four Lakh only) (Refundable) to NBT Account No. provided in the Terms and Conditions documents.

- iv) Attached all documentary evidence in support of the information submitted.
17. On the basis of evaluation, a tentative list of those manufacturers who fulfil the requirements as mentioned in the tender shall be prepared. **A technical committee will inspect the corrugated carton manufacturing units to verify, if the machines are in working conditions and will also verify the other details mentioned in the application form.** Thereafter, a list of qualified manufacturers in the technical bid shall be finalized and shall be finally thoroughly examined by the committee members.
 18. The financial bids of those bidders shall be considered and opened, who qualify in the technical bid. The financial bids will be opened at specified time and date in the presence of the applicants or their authorized representatives, who may wish to attend.
 19. The committee will prepare a comparative chart of the rates of offered by the manufacturer. The committee will examine and finalize the rates based on the comparative chart of rates quoted by the manufacturer and the rates prevalent in market / industry. The committee will finalize the justified and realistic rates, keeping in mind the required number of manufacturers, who could take the workload of requirement and complete them within the given deadline as per the specification provided by NBT. These rates shall be offered to the bidders for their acceptance and shall be allowed to the empanelment of corrugated carton box manufacturer.
 20. The number of manufacturers required for empanelment shall be as per the discretion of NBT.
 21. **NBT shall offer the rates to the bidder's qualified in the financial bids and seek unconditional acceptance on them. NBT will not consider any conditional acceptance.**
 22. The EMD submitted by those bidders shall be forfeited, who do not accept the rates offered by NBT.
 23. **The bidders accepting the rates offered by NBT, has to submit a Security Deposit (through RTGS/NEFT) of ₹ 4,00,000.00 (Rupees Four Lakh only) to NBT Account. The security deposit shall remain with the NBT till the bidder remains empanelled on the panel. No interest shall be payable to any manufacturers for the Security Deposit.**

The bidders accepting the rates offered by NBT, has to sign a contract agreement (as per Annexure-V) with NBT for manufacture & supply of Corrugated Boxes.

24. **The bidder who submits the security deposit and signs the contract agreement (as per Annexure-V) only will be placed on the panel of manufacturers of corrugated boxes.**
25. The Manufacturers shall ensure usage of Consistent GSM, Strength compliance and Proper bonding.
26. The Manufacturer shall submit a kraft paper/board consumption certificate along with the bill in the given format. The paper consumption statement shall be signed and stamped by the manufacture certifying the quality of paper / board used for the making of Cartons.
27. **NBT shall go for the paper/board testing of GSM of kraft paper used and other tests related corrugated boxes from a government laboratory for the 5% of total number of boxes supplied by each manufacturer, i.e. 1-box out of 20-boxes taken at random. In case of inferior quality of boxes, if found to be supplied by any manufacturer, the complete supply of boxes may be liable for rejection. In case of minor variations of physical parameters of boxes within the acceptable limit, NBT may consider to accept the stock after imposing appropriate penalties @ 1% per**

parameter or as decided by the Director, National Book Trust, India. In case of delay in supply of boxes, a penalty of 5% on manufacturer's bill shall be applicable for every 5 days beyond the deadline mentioned in the work order. The decision of NBT shall be final and binding.

28. The approved schedule of rates as per the parameters will be applicable for manufacturing of carton. No hike in the rates shall be entertained. If the work order includes any items not provided in the schedule of rates, payment shall be allowed on reasonable basis at the rates decided by NBT.

29. The orders to manufacturing and supply of corrugated boxes shall be made by NBT purely on the basis of the overall performance of the manufacturer, in terms of quality and the deadline of the work assigned. In case of any delay or inferior quality boxes, noticed by NBT on the part of the enlisted manufacturer, NBT shall reduce the quantum of work to such manufacturer as per its own discretion.

30. NBT may discontinue the panel of or may remove any manufacturer from the panel after giving one month's notice at any point of time. Any manufacturer may withdraw their name from the panel after giving one month's notice at any time provided there is no pending job.

31. Secrecy of contract document:

- a. The manufacturer shall not, without the prior written consent of the NBT, disclose the contents of the Tender, or any provision thereof or any specification, data, or other information furnished by or on behalf of NBT in connection therewith to any person or third party other than a person employed and duly authorized by the manufacturer. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary.
- b. The manufacturer shall not, without NBT's prior written consent, make use of contract document or any information relating to the contract in any manner whatsoever.

32. Confidentiality of information

- a. All data obtained by the manufacturer from NBT during and after completion of its obligations contained herein shall remain the property of NBT and treated as confidential and should not be divulged by the manufacturer or his employees and affiliates to any third party other than the NBT's personnel. This obligation of manufacturer shall prevail even after termination of contract. The Manufacturer shall keep NBT fully indemnified in this regard.
- b. The manufacturer undertakes to strictly observe all the applicable laws including the laws against fraud and corruption in force in India from time to time for instance "Prevention of Corruption Act 1988".

33. The National Book Trust, India reserves the right to suspend, accept or reject any or all the tenders and accept the whole or any part of any tender without assigning any reason.

34. The land of the Factory/Press should be free from any encumbrances. The firm with regard to machineries should have a generator for power backup in the unit.

35. The manufacturer shall possess and operate all the specified and allied machineries at his own/rented/leased premises, and such machinery shall be owned by the manufacturer. Engagement in any form of working arrangement, working partnership, subcontracting, or any

other operational dependency of those machineries with another manufacturing unit for execution of NBT work shall not be permitted.

36. Where the manufacturing unit is operating from rented or leased premises, the manufacturer shall be required to submit a copy of the valid and subsisting registered Rent Deed.
37. MSEs registered under MSME/Udyam or with NSIC are exempted from EMD on submission of valid registration certificate.
38. The manufacturers shall maintain a dedicated Quality Control system and team to ensure the highest quality of boxes prior to supply.
39. The manufacturer shall strictly adhere to the approved quantity as specified in the work order and shall not make or retain any boxes in excess of the sanctioned quantity under any circumstances. In the event of any deviation or unauthorised making of boxes beyond the prescribed quantity, the manufacturer shall be liable for appropriate legal action, including termination from the panel, forfeiture of security deposit, blacklisting, and initiation of proceedings under applicable laws.
40. National Book Trust, India (NBT) shall not be held responsible or liable, directly or indirectly, for any accident, injury, loss of life, damage, or mishap to any person, including the manufacturer's employees or any third party, in the course of execution of the work assigned by the Trust. The entire responsibility for compliance with statutory safety requirements, labour laws, and insurance coverage shall rest solely with the manufacturer.
41. The manufacturer shall ensure full compliance with all applicable labour laws, tax regulations, and GST provisions as per the Government of India norms.
42. The manufacturer shall not employ child labour in any form and shall strictly comply with the provisions of the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986, as amended from time to time.
43. The manufacturers are expected to adhere to all eco-friendly practices and environmental guidelines prescribed by the concerned state governments and the Government of India.
44. The manufacturer shall obtain and maintain throughout the enlistment period a **valid Fire Insurance Policy** and such other relevant insurance policies and shall provide copies of the same at the time of physical verification.
45. Acceptance of offer will be communicated in writing by letter or by formal "Acceptance of Tender". In case, acceptance is communicated by Express Letter, formal "Acceptance of Tender" will follow in due course and in the meanwhile, the tenderer will act upon the instructions contained in the Express Letter.
46. Award of contract shall be within the sole discretion of NBT. The NBT is not bound to award the contract on the basis of bids received. It shall be opened to the NBT not to accept any bid and to abandon the contract without disclosing any reason. The NBT reserves the right to reject or accept whole or any part of the tender. The interest of the NBT shall be paramount. No bidder shall have any indefeasible right to the awarded to a contract even if his price is the lowest. The decision of the NBT on the tender contract shall be final and binding on the tenderer/contractor.
47. Payment Term & Condition:
 - Advance Payment: No advance payment shall be considered in any case.
 - TDS & TDS(GST) deducted at source as per applicable rule of tax.
 - The GST shall be paid as per the applicable rule.

- For facilitation of electronic transfer of fund, the empanelment party will be required to indicate the name of Bank, Account number (IFSC Code, Branch Address) and also forward cheque copy leaf duly cancelled to verify the details furnished.

48. Earnest Money Deposit (EMD) of unsuccessful Bidders

- Earnest money of the unsuccessful tenderers shall be refunded.
- No interest shall be paid on Earnest money to the unsuccessful tenderers.

49. Security Deposit

- EMD Amount Rs. 4.00 Lakh of successful bidders shall be adjusted in Security deposit. The Security Deposit can be forfeited by the of the Director, NBT any time, on the recommendations of the Committee in the event of any breach or non-observance of any of the conditions of the contract. On the expiry of the contract, such portion of the said security as may be considered by the Director, NBT sufficient to cover an incorrect or excess payment made on the bills of the manufacturer, shall be retained by the NBT until the final settlement is made on the account of the bills.
- The security deposit shall be released by the NBT only after successful completion of the contract period.

50. The NBT reserves its right to take any such actions as deem fit against the Tenderer in the case of failure on the part of the tenderer for fulfilling the contract apart from forfeiture of Security Deposits.

51. Validity Of Bid:

The bids submitted by the Tenderers shall be valid for a minimum period of 180 days computed from the date of opening of the bids.

52. Other Conditions

- The manufacturer shall not entrust the work or any portion thereof to any other unauthorized party.
- No extra charges for minor corrections/modifications will be allowed.
- No subcontracting
- Proper packaging of cartons during delivery
- Replacement of damaged cartons

5 Institutional Area, Phase-II,
Vasant Kunj, New Delhi – 110 070
Tel.: 011-35464721 & 35464758
Email: ad.admn@nbtindia.gov.in

ANNEXURE – I

Application form for Empanelment of Corrugated Box Manufacturers

Note: (to fill the Application Form)

1. It is essential to fill all columns of the application.
2. Each page of the application form to be signed by the authorized signatory.
3. Attach separate sheets to fill the details, wherever required.

1. Name of the Manufacturer: _____
2. Manufacturing Unit Address: _____
(Attach Documentary proofs) _____

3. Office Address: _____
(Attach Documentary proofs) _____

4. Telephone Numbers: _____
5. E-mail address: _____
6. Fax Number: _____
7. Status of the Manufacturing Unit:
(Attach Documentary proofs) _____
(a) The Companies Act 1956 _____
(b) The Indian Partnership Act 1932 _____

- (c) Proprietary Concern _____
8. Ownership Details: _____
(Attach Documentary proofs) _____
- (a) If company, name of the Managing Director: _____
- (b) If partnership concern, name of the Partners: _____
- (c) If Proprietary concern, name of the Proprietor: _____
9. Name and address of bankers: _____
10. Whether insured against fire, theft and burglary, if so, state the amount for which insured, name of the insurance company and policy _____
11. Is the firm, on the panel of any other govt. organisation _____
12. Total number of employees: Skilled & Semi-skilled _____
13. Distance of the unit from the office of NBT at Vasant Kunj (in Kms.) _____
Distance of the unit from the office of NBT at Sahibabad Godown (in Kms.) _____
14. Date of Establishment of Manufacturing Unit: _____
15. PAN No. issued by Income Tax Department: _____
16. GSTIN number: _____
17. Average Turnover of Last 03 years _____
18. Does any case pending under the Copyright Act? _____
19. Has manufacturer been black listed by any government organization? _____

20. Additional information, if any _____

Affix self-attested
Colour Photo of
Authorized
Signatory of Firm

SIGNATURE _____

NAME: _____

DESIGNATION: _____

DATE: _____

Mobile No.: _____

Email: _____

Fax: _____

Company Stamp _____



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India

5 Institutional Area, Phase-II,
Vasant Kunj, New Delhi – 110 070
Tel.: 011-35464721 & 35464758
Email: ad.admn@nbtindia.gov.in

Annexure-II

Technical Bid

Sub.: Empanelment of Corrugated Box Manufacturers for Supply of Cartons for Packing of Books: Reg.

1. THE FIRM
 - a. Name _____
 - b. Regd. Address _____
 - c. Contact Person's
 - i) Name & Design _____
 - ii) Address _____
 - iii) Tel No. Landline No. _____ Mobile No. _____
 - iv) Email ID _____
2. Type of Firm:
Proprietary; Partnership; Private Ltd./Public Ltd./PSU (Please tick and enclose copy of Bye-laws/ Deed/Memorandum/ Articles of Association/ Certificate of Incorporation)
_____ (Pl. specify)
3. PAN: _____ (Please enclose certified photocopy)
4. Copy of valid Registration/ License from Authorities concerned/ Govt. Regulatory Bodies.
5. Attested copy of GST Registration & GST Return (**GSTR-3B and GSTR-1**) of the current Financial Year ending March 2026.
6. Certified copies of Income Tax Return for the last three financial years: 2022-23, 2023-24 & 2024-25.

7. Annual Turnover for the last 3 financial years (i.e. 2022-23, 2023-24 & 2024-25): Should be minimum Rs. 2.50 Crore as per Profit & Loss Account in each year.
8. Certified copies of Balance Sheet and Profit & Loss Account with annexure etc. for the financial year 2022-23, 2023-24 & 2024-25 enclosed.
9. The Firm should have at least three years' work experience of providing similar services to any entity with repute.
10. During the last three years (i.e. 2022-23, 2023-24 & 2024-25) the value of Supply of Corrugated Boxes with completed supply order/ contract the value of which should not be less than Rs. 25.00 Lakh for each year.
11. Earnest money details: Rs.4,00,000/- (Through NEFT/RTGS)
UTR No. _____ Dated _____
12. Affidavit on Rs.100/- Stamp Paper to the effect that the Firm/ Company has not blacklisted/ debarred by any Government Department nor has it any civil or criminal case pending against any court of law in the country. (Affidavit to be submitted physically in original).
13. Acceptance letter for tender terms and conditions. (To be given on Firm/Company Letter Head as per Annexure-IV).
14. Specimen. Signature, Name, Address, Contact No., designation/capacity of the person signing the Tender document on letterhead of the Firm.

Signatures of authorized signatory-----
Name _____
Designation _____
Seal: _____

Date:

Place:



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India

5 Institutional Area, Phase-II,
Vasant Kunj, New Delhi – 110 070
Tel.: 011-35464721 & 35464758
Email: ad.admn@nbtindia.gov.in

Annexure-III

Financial Bid

Sub.: Empanelment of Corrugated Box Manufacturers for Supply of Cartons for Packing of Books: Reg.

After a careful reading of the terms and conditions of the above Tender, we quote our rates as under:

Sl. No.	Dimensions and Tolerances	Rate for Manufacture & supply of Corrugated Boxes as per specifications and parameters mentioned in tender document@ Rupees per Box	
		in figures	in words
1.	20-inch (Length) x 15-inch (width) x 8 inch (height)		
2.	14-inch (Length) x 15-inch (width) x 8 inch (height)		
3.	GST as applicable @.....%		
	TOTAL		

Signature of Authorized Signatory

Name & Designation

Stamp

Date:

Place:

Signature of Bidder with stamp of the Firm

UNDERTAKING
(On Letterhead of the Company/Firm)

To
The Director,
National Book Trust, India
5, Institutional Area, Phase-II,
Vasant Kunj, New Delhi – 110 070

Tender No.

Dated:

Sub.: Empanelment of Corrugated Box Manufacturers for Supply of Cartons for Packing of Books:
Reg.

Sir,

I/we undertake that I/we have carefully studied all the terms and conditions and understand the parameters of the proposed work of NBT and shall abide by them.

I/we further undertake that all the information given in this Tender are true and correct in all respects and I/we hold the responsibility for the same.

I/WE shall have no claim to the refund of Earnest Money/Security Deposit prescribed against this tender in the event of my/our noncompliance of the contract.

I/We further understand that my/our Earnest Money Deposit shall stand forfeited in case of unsatisfactory execution/violation of any term/terms or if I/We withdraw my tender at any stage during the period of validity.

My/our tender shall remain valid for a period of 180 days from the date of opening. My/Our Tender along with terms and conditions with relevant columns and appendix duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us in the capacity of sole Proprietor/Partner/ Director or special attorney attached is submitted for your consideration.

I/We have read the enclosed terms and conditions carefully and have signed the same in token of my/our absolute and unconditional acceptance.

Thanking you,

Yours faithfully,

Place:

Date:

Name _____

Signatures with stamp
& Full Address



NATIONAL BOOK TRUST, INDIA

5 Institutional Area, Vasant Kunj, New Delhi 110070

ANNEXURE – V

PERFORMA OF AGREEMENT

Empanelment of Corrugated Box Manufacturers for Supply of Cartons for Packing of Books

AGREEMENT NO. _____

MEMORANDUM OF AGREEMENT made in Delhi this _____ day of _____ Two Thousand and _____ between _____

(hereinafter called the CORRUGATED BOX MANUFACTURER, which expression shall, where the context so admits, include its legal representatives, successors and assigns) of the one part and the National Book Trust, India (hereinafter called the NBT, which expression shall, where the context so admits, include its successors and assigns) of the other part.

WHEREAS the CORRUGATED BOX MANUFACTURER desires to get itself registered with the NBT for Supply of printed Cartons for Packing of Books (hereinafter called the WORK) and has represented to the NBT that the Corrugated Box Manufacturer has requisite manpower, plant and machinery to be capable of handling the jobs.

It is hereby agreed by and between the parties:

Corrugated Box Manufacturer's signature

Signature on behalf of NBT

1. The terms and conditions of this agreement shall be applicable for all jobs, which will be assigned by the NBT, as per its requirements from time to time.
2. The CORRUGATED BOX MANUFACTURER shall possess and operate all the specified printing and allied machinery at his own/rented/leased premises, and such machinery shall be owned by the Manufacturer. Engagement in any form of working arrangement, working partnership, subcontracting, or any other operational dependency of those machineries with another Manufacturer for execution of NBT work shall not be permitted.
3. Assignment of number of supply order to the enlisted Corrugated Box Manufacturers shall depend mainly on their performance as well as the quality of Corton boxes executed by them, understanding and following the instructions of the NBT and completion of assigned jobs up to the stage of submission of bills. Other relevant factors are number of machines and manpower available with the Corrugated Box Manufacturers and speed of execution of jobs, etc.
4. The CORRUGATED BOX MANUFACTURER shall process and deliver the complete quantity of the WORK, in accordance with the job specifications and time limit indicated in the work order. The stocks of printed Cartons for Packing of Books shall be supplied in proper packing at the sales godown at Vasant Kunj, New Delhi and Sahibabad as the case may be. The Corrugated Box Manufacturer shall arrange the required quantity/quality of paper/card on their own on priority to complete the job within the given time schedule. No extension shall be granted to complete the job entrusted for arranging the required quantity/ quality of paper/card. The CORRUGATED BOX MANUFACTURER shall supply the printed Cartons for Packing of Books against bulk orders within the given time schedule strictly. **There may be occasions where certain jobs are required to be supply on war footing basis. On such cases, the enlisted Corrugated Box Manufacturers should work round the clock and deliver the stock as per the deadline assigned.**
5. Sample of the printed Cartons for Packing of Books or miscellaneous jobs shall be supplied by the Corrugated Box Manufacturer for approval by the NBT. The bulk supplies duly incorporating the corrections or improvement, if suggested by the NBT, shall be delivered to the NBT godown at New Delhi/Sahibabad as specified in the work order. The quality of the bulk stock must conform to the samples approved by the NBT. In case of any error or defects noticed in the finished printed Cartons for Packing of Books, the necessary rectification must be carried out at the own cost of the Corrugated Box Manufacturer. Any deviation from the approved sample or any delay in completion of job or non-completion will be seriously viewed and the decision of the Director, NBT will be final.
6. The bulk stock received from the Corrugated Box Manufacturer shall be physically verified randomly by the concerned Production officer and Sales officials in respect of quality of Corton box. The quality of paper/card used by the Corrugated Box Manufacturer in the bulk stock must take prior approval of the NBT. The NBT shall have the right to accept the stock of printed Cartons for Packing of Books with suitable penalty or to reject the whole stock in case of shortcomings noticed. In case of rejection of stock, the whole work shall be re-supply at the own cost of the Corrugated Box Manufacturer on priority within the given time schedule failing which the NBT may get the supply from some other Corrugated Box Manufacturer and cost shall be recovered from the Corrugated Box Manufacturer. Without prejudice to the penalties provided for, the Corrugated Box Manufacturer can be blacklisted and/or debarred for 5 years. The decision of the Director, NBT shall be final and binding.
7. The panel of Corrugated Box Manufacturers and rates of Corton boxes shall be valid as stated in the tender. No hike in the rates shall be entertained. If the work order includes any items not provided for in the schedule of rates, payment shall be allowed on reasonable basis at the rates decided by NBT, which the decision shall be final.

8. The NBT shall have the right to enter into the premises of enlisted Corrugated Box Manufacturer at any time for inspection of the Corrugated Box Manufacturers works to physically verify the progress of assigned jobs. The Corrugated Box Manufacturer shall extend full cooperation to facilitate the inspection and answer the queries to the officials of NBT.
9. Corrugated Box Manufacturer shall be responsible for all taxes, duties and license fee etc. on their own. Only GST shall be paid by the NBT as admissible under the rule. Any excess claim whatsoever by the Corrugated Box Manufacturer shall be treated as disallowed without any intimation to the Corrugated Box Manufacturer.
10. The CORRUGATED BOX MANUFACTURER shall not assign or sublet the job or any part thereof without obtaining the permission in writing from Director, NBT or person duly authorized by Director, NBT.
11. No advance payment would be paid to the Corrugated Box Manufacturer for execution of order. However, the payment of the bills shall be released within a period of 60 to 90 days from the receipt of the proper and complete documents i.e. bill along with signed delivery challans and furnishing of supporting document/other material, etc. to the satisfaction of NBT.
12. On completion of the job, the CORRUGATED BOX MANUFACTURER shall submit to the NBT the duly pre-receipted bill for the job, in triplicate, together with:
 - i) Specimen copies of the WORK;
 - ii) duly receipted delivery vouchers for the supplies made, in original;
 - iii) Other material or document(s), if any, in support of the items charged in the bill or provided by the NBT.
13. NBT reserves the right to carry out a post payment audit of the Corrugated Box Manufacturer's bill including all supporting vouchers. NBT further reserves the right to enforce recovery of any over payment coming to light as a result of such a check, by any method.
14. The CORRUGATED BOX MANUFACTURER shall maintain a dedicated Quality Control system and team to ensure the highest quality of printed Cartons for Packing of Books prior to supply.
15. Queries, if any, in respect of the deductions and non-payment for the work completed should be made by the Corrugated Box Manufacturer, only in the respective financial year. However, in case of non-payments for whatsoever the reason, if the Corrugated Box Manufacturer does not inform in writing within a period of one year from the date of completion of work, NBT would not be responsible to reply to any query and the Corrugated Box Manufacturer would be deemed to have abandoned his right to in respect of any query on the bills raised.
16. If the CORRUGATED BOX MANUFACTURER fails to return the material supplied by the NBT, or if the quantity of the WORK supplied by the CORRUGATED BOX MANUFACTURER is found to be short, the NBT shall have the right to recover from the CORRUGATED BOX MANUFACTURER, the value of material and the WORK, at rates fixed by the NBT. In the event of short supply of printed Cartons for Packing of Books deductions shall be made on the basis of price of printed Cartons after allowing 30% discount.
17. If an error or defect is found in the WORK, at any time before or after the delivery of the copies ordered, the CORRUGATED BOX MANUFACTURER shall, if called upon to do so, rectify the error/defect at his own cost, to the satisfaction of and within the time limit fixed by the NBT. If, however, the error/defect is of the kind which cannot be rectified, the NBT shall, if it so desires, either reject the WORK and recover the total

cost of the WORK including the cost of paper, and/or impose suitable penalty (depending upon the nature of error) recoverable from Corrugated Box Manufacturers' bills. The decision of NBT in this regard shall be final and binding.

18. National Book Trust, India (NBT) shall not be held responsible or liable, directly or indirectly, for any accident, injury, loss of life, damage, or mishap to any person, including the Corrugated Box Manufacturer's employees or any third party, in the course of execution of the work assigned by the Trust. The entire responsibility for compliance with statutory safety requirements, labour laws, and insurance coverage shall rest solely with the Corrugated Box Manufacturer.
19. (a) If the completion of the job is delayed by the CORRUGATED BOX MANUFACTURER, the NBT shall impose suitable penalty (fixed by the NBT depending on the nature and period of delay) which shall be recovered from the CORRUGATED BOX MANUFACTURER. If, however, the job is delayed or stopped for reasons not attributable to the CORRUGATED BOX MANUFACTURER, such as strikes, the fire and unforeseen accident, or for any other force majeure conditions which were beyond the control of the CORRUGATED BOX MANUFACTURER, the NBT if satisfied, decision of NBT being final and binding may not impose any penalty on the CORRUGATED BOX MANUFACTURER. The Corrugated Box Manufacturer however shall be required to bring such force majeure conditions to the express notice of NBT in writing within 3 days from the happening of such incident and seek confirmation in writing from NBT of such force majeure conditions otherwise this majeure clause shall not apply and CORRUGATED BOX MANUFACTURER shall be liable as if no such conditions were prevailing.

(b) In case of urgent time bound orders, if the Corrugated Box Manufacturer fails to supply the complete stocks at the NBT's godown at New Delhi/Sahibabad, as per the deadline for whatsoever reasons, the NBT shall recover the total loss occurred due to non-supply of cartons from the CORRUGATED BOX MANUFACTURER and/or suitable penalty.
20. The CORRUGATED BOX MANUFACTURER shall ensure full compliance with all applicable labour laws, tax regulations, and GST provisions as per the Government of India norms.
21. The CORRUGATED BOX MANUFACTURER shall not employ child labour in any form and shall strictly comply with the provisions of the Child and Adolescent Labour (Prohibition and Regulation) Act, 1986, as amended from time to time.
22. The CORRUGATED BOX MANUFACTURER is expected to adhere to all eco-friendly practices and environmental guidelines prescribed by the concerned state governments and the Government of India.
23. The Corrugated Box Manufacturer shall obtain and maintain throughout the enlistment period a valid Fire Insurance Policy and such other relevant insurance policies and shall provide copies of the same at the time of physical verification.
24. Enlisted Corrugated Box Manufacturer may be removed from the panel of supplier Corrugated Box Manufacturer, in case:
 - (a) any Corrugated Box Manufacturer is found not diligent and not showing any keen interest in undertaking any work for a period of one year and name will be automatically deleted from the panel of approved Corrugated Box Manufacturers without notice.
 - (b) if refuse or is unable to accept and execute the assigned job as per the specifications and time limit.
 - (c) serious shortcoming & defects are found in executed jobs.
 - (d) the Corrugated Box Manufacturer do not accept or agree to the approved schedule of rate in the middle of the contract.
 - (e) the Corrugated Box Manufacturer shift his works somewhere else or removes its plant and machinery without prior intimation to the NBT in writing.
 - (f) the Corrugated Box Manufacturer disposes his plant and machinery and runs shortage of machines/manpower.

(g) the Corrugated Box Manufacturer is found black listed in any of the Government organizations,

(h) the Corrugated Box Manufacturer is found violating any law.

25. If the Manufacturer is a partnership firm, it should duly registered and furnish a copy of the Partnership Deed to NBT and will undertake that no new or further partners shall be introduced or removed or retire without the consent of NBT. In case of the death of a partner, the remaining existing partners shall continue to remain wholly liable under the agreement signed between the Corrugated Box Manufacturer and NBT. If any partner or Corrugated Box Manufacturer commit breach of any of the condition, it shall be lawful for the NBT to cancel the agreement apart from other remedies available to NBT.

26. This agreement can be terminated by either side by giving a notice of one month in writing. However, any Corrugated Box Manufacturer, if electing to terminate the agreement shall be able to do so and ensure there is no pending job.

Any disputes, differences and questions arising out of or in any way touching or concerning the subject matter thereof or the respective rights, duties or liabilities of the parties under or in respect of this contract shall be referred to the Publishing Production Committee. The decision of the Director, NBT on the report of Publishing Production Committee shall be final and binding on the parties.

The legal jurisdiction shall be of Delhi Courts alone and exclusively.

IN WITNESS WHEREOF the parties hereto have set their hands and their seal the day and the year first written.

THE CORRUGATED BOX MANUFACTURER

For and on behalf of NATIONAL BOOK TRUST, INDIA

Signature _____

Signature _____

Name _____

Name _____

Address _____

Address _____

In the presence of:

In the presence of:

1. Signature _____

1. Signature _____

Name _____

Name _____

Address _____

Address _____

2. Signature _____

2. Signature _____

Name _____

Name _____

Address _____

Address _____
