

Serial No.

Tender Cost: Rs.200/-

NATIONAL SCHOOL OF DRAMA  
NEW DELHI



### TENDER DOCUMENT

On behalf of the National School of Drama, the Director (NSD) invites tenders from reputed Delhi-based **Travel agencies / Taxi Stands for hiring of different types of Cars (AC & Non-AC) Buses (Deluxe & Ordinary)** for a period of one year from the date of signing of such contract. The bids are invited into two parts, i.e., **Technical Bid and Financial Bid**. The technical bid should be consisting of all technical details along with commercial terms and conditions as per the proforma at **Annexure – I**. The financial bid indicating item-wise prices for the items mentioned in proforma at **Annexure – II**.

The technical bid and financial bid should be sealed by the bidder in separate covers duly subscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly subscribed. The technical bid and financial bid should be addressed to Director, National School of Drama so as to reach the office on or before 30.04.2014 till 1500 hours along with the Earnest Money Deposit of Rs.10000/- (Rupees Ten thousand only) in favour of Director, NSD. The technical bid will be opened on the same day at 1700 hours in the presence of such bidders and their representatives who wish to be present.

#### Pre-qualifications for tenderers for technical evaluation

- i) The tenders will be submitted only from the Travel agencies / Taxi Stands who have their vehicles stands within the 10 kms. radius of the School at Bahawalpur House, Mandi.House, New Delhi.
- ii) Only such transporters shall be considered who agree to provide their services from NSD to NSD for billing purposes and not from Garage to Garage.
- iii) The transporters should have at least a fleet of 10 Vehicles.
- iv) The transporters should have the valid Service Tax Number and Income Tax Numbers in the name of the firm.
- v) The transporter should have similar experience of providing vehicles at least to two other government organizations. Copies are to be enclosed.
- vi) The firm should have at least a turn over of not less than Rs.5 lakhs per annum during the last two financial years, i.e., 2012-2013 and 2013-2014.
- vii) The tenderer will be required to provide the taxis to the School on prior notice. The tenderer will also be required to provide taxis at short, i.e., even at the notice of half an hour over telephone.
- viii) The transportor shall appoint experienced and skillful drivers and they shall have valid driving license and they should be their employees. Obtaining the necessary

permission/approval of the concerned State police/appropriate authorities shall be the responsibility of transporter.

- ix) In case of breakdown of any vehicle, the firm/contractor shall be able to provide services of additional vehicle.
- x) The transporter shall ensure that the vehicles provided are in good condition, road worthy with proper/comfortable seats to withstand the strains of long journey.

#### **Cost of Tender and schedule of submission of tender documents**

- i) Cost of the Tender : Rs.200/-
- ii) Time and last date of receipt of tender documents : 1500 hrs on 30.04.2014
- iii) Time and date of opening of technical bid : 1700 hrs on 30.04.2014
- iv) Procedure for submitting the bids : Two bid system
- v) The offer in the prescribed format should be addressed to the Director, NSD giving indication that it contains the tender under sealed cover. This is a two bid system. The first cover shall be superscribed "**Tender for Technical Bid and Commercial Terms**". The second cover shall be superscribed "**Tender for Financial Bid**". Both these envelopes after being sealed properly, shall be put into a third envelope, which should also be sealed before it is sent / submitted. The third sealed cover shall be addressed to the Director, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi – 110001. This cover should be superscribed "**Tender for Hiring of Vehicles**" to be opened on 30.04.2014 at 1700 hrs.
- vi) The Technical Bid and Commercial Terms shall be opened in the first instance in the presence of the tenderers or their representatives. Only one authorized representative per tenderer, will be permitted to be present at the time of opening of tender.
- vii) Earnest Money Deposit of Rs. 10000/- (Rupees Ten thousand only) shall be kept in the envelope containing the technical bid. Those who do not qualify, the pre-qualification conditions shall be summarily rejected and their financial bids shall not be opened. However, NSD reserves the right to accept or reject any tender without assigning any reason.
- viii) In the Financial Bid, the prices and other information like discount etc. having a bearing on the price shall be written both in words and figures. If there is any discrepancy between the price / information quoted in words and figures, the price/information quoted in words will be treated as final.

#### **Earnest Money Deposit**

- i) Earnest Money Deposit (EMD) amount of Rs.10,000/- (Rupees ten thousand only) shall be submitted along with the offer. The EMD shall be in the form of a cross demand draft drawn in favour of Director, NSD payable at Delhi. The tender NOT accompanied by the EMD shall be summarily rejected.
- ii) The EMD shall remain deposited with the NSD during the period of validity of the offer, i.e., minimum period of 90 calendar days from the date of opening of tender.
- iii) No interest shall be paid by NSD on the EMD for the above said period.
- iv) The EMD deposited is liable to be forfeited if the tender withdraws or amends, impairs or derogates from the tender in any respect, within the period of validity of his offer.

- v) The EMD of successful tenderer shall be returned after the contract & performance guarantee is furnished.
- vi) If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by the NSD, then the EMD shall be forfeited by NSD.
- vii) EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.

#### **Evaluation of Tender**

- i) The tender will be evaluated by a committee.
- ii) The technical bids of the tenderers shall be opened in the presence of their representatives on a specific date and time at the office of NSD.
- iii) The NSD reserves the right to select the tenderer on the basis of best possible bids received. The decision of the Tender Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for NSD tenders in future for a period of three years.

#### **Payment Terms**

100% payment shall be made within 30 days of the submission of monthly bill after statutory deductions like Tax Deduct at Source as applicable from time to time.

#### **Duration/Period of Contract**

The School will award the contract for a period of one year.

#### **Termination of Contract**

In case of any default by the Contractor and in any of the terms & conditions (whether General or Special), NSD may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 15 days notice in writing to the Contractor.

All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the contractor.

Notwithstanding anything contained herein, NSD also reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.

### **Dispute Resolution**

- i) If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with or arising out of this Contract or out of the breach, termination or invalidity of the Contract hereof, the parties shall resolve them by resort to the following in the order so mentioned.
- ii) Parties shall attempt for a period of 30 days after receipt of notice by the other Party of the existence of a Dispute to settle such Dispute in the first instance by mutual discussions between the Parties.
- iii) If the dispute cannot be settled by mutual discussions within 30 days as provided herein, the Dispute shall be referred to the sole arbitration of an arbitrator appointed by the Director, NSD. The party having a grievance shall serve a written notice by registered acknowledgement due post, on the other party intimating its intention of invoking the arbitration clause and shall simultaneously serve a notice on in the similar mode on the Director, NSD requesting him to appoint an arbitrator.
- iv) The arbitration proceedings shall be held in accordance with the provisions of Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof.
- v) The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be New Delhi.
- vi) Each party shall bear the costs of the sole arbitrator equally. The Sole Arbitrator shall also decide as to which party shall bear the cost of the proceedings.
- vii) The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

### **Performance Security**

- i) The successful bidders will have to submit performance security to ensure due performance of contract to an amount of Rs.50,000/- (Rupees fifty Thousand only) in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial bank / Bank Guarantee from a commercial bank in the name of Director, National School of Drama as per the text provided by the School.
- ii) The performance security should be valid for a period of 30 days beyond the date of completion of the contract obligations.
- iii) Earnest Money will be refunded to the successful bidder on receipt of performance security.



Annexure – I

(To be kept duly signed in Envelope 1 – Technical Bid )

**TECHNICAL BID**

1.	Name of the firm with full address of the place of operations	:				
2.	Distance from NSD in kms.	:				
3.	Date of establishment / year from which in the business of travel agency / taxi stand	:				
4.	Number of cars / vehicles owned by travel agencies / taxi stands giving detailed breakup like make, mode & types of cars / vehicles	:	Make/Type of Car	Year	Registration Number	Permit number
5.	Turn over, year-wise, for the last three years, i.e., 2011-2012 & 2012-2013 & 2013-2014. Copies are to be enclosed.	:				
6.	List of clients including names of two government organizations to which the vehicles are being provided. Copies are to be enclosed.	:	Name of the firm/Institution		Address & Tel. No.	
7.	Income Tax Number (copy of same be enclosed)	:				
8.	Service Tax Number (copy of same be enclosed)	:				
		:				

Date :

Place:

Signature of the Bidder

Name of the firm and stamp

Encl:

1. Copies of the client letters.
2. Photocopies of the RTO Registration, Insurance etc. of the vehicle

Annexure II  
(To be kept duly signed in Envelope 2 – Financial Bid)

FINANCIAL BID

Description	Indica	Indica	Maruti	Honda	Qualis	Qualis	Innova	Deluxe bus
	Swift	Swift	Esteem	City Lancer	Tavera	Tavera	6 Seater	AC/Non-AC
	Ritz	Ritz	Indigo	SX4	Non-AC	AC		25 seater
	Wagon R	Wagon R	Desire	ETIOS				29 seater
	Non-AC	AC	Logan					35 seater
								45 seater
								50 seater
8 hrs 80 kms (Full day)								
4 hrs 40 kms (half day)								
Extra kms over & above 80 kms								
Extra kms over & above 40 kms								
Rates for extra per hour								
For outstation usage charges per day with minimum kms								
Night halt charges per night								
Airport dropping								
Railway station dropping								

Note:-

- 1) All above rates should be inclusive of all taxes / charges and on the basis of billing from NSD to NSD.
- 2) Rate should be quoted in Indian Rupees only.

Date :

Signature of the Bidder

Place:

Name of the firm and stamp