

Serial No. _____

Cost of Tender Document: Rs. 200/-

**NATIONAL SCHOOL OF DRAMA
NEW DELHI**

TENDER DOCUMENT

National School of Drama, invites sealed tenders from the reputed Delhi-based suppliers for supply of **“Wood, Plywood, Fiber and Glass items etc”**.

The bids are invited into two parts, i.e., **technical bid and commercial bid**. The technical bid shall consist all technical details along with commercial terms and conditions as per the Proforma at Annexure – I. The commercial bid shall consist item-wise rates as mentioned in Proforma at Annexure – II.

The technical bid and commercial bid may be submitted in sealed cover duly subscribed **“Wood, Plywood, Fiber and Glass items etc.”** The technical bid and commercial bid should be addressed to the Registrar, National School of Drama along with the Earnest Money of Rs. 5,000/- (Five Thousand only) in the form of Demand Draft in favour of Director, NSD to be deposited in Tender Box kept at the Main Gate reception of NSD on or before 23.01.2017 at 1600 hours. The technical bid will be opened on the same day at 1600 hours in the presence of such bidders and their representatives who wish to be present; Only one authorised rep of the Tenderer will be permitted at the time of opening bid.

The period of contract will be for one year which may be extended for another year.

Pre-qualifications for tenderers for technical evaluation

- i) The tenders shall be submitted only by the Owners/Proprietors of reputed Hardware Stores/ Shops/Distributors etc.
- ii) Only such tenderers shall be considered who are willing to provide their services for one year from the date of contract.
- iii) The tenderers should have the valid Service Tax Number, Income Tax Number and Vat Number in its name.
- iv) The tenderers should have a minimum annual turnover of Rs. 5 lakhs OR above for the last three years. The annual turnover for the last three financial years should be indicated in the technical bid.

Cost of Tender and schedule of submission of tender documents

- | | |
|---|--------------------------|
| i) Cost of the Tender Document | : Rs. 200/- |
| ii) Time and last date of receipt of tender documents | : 1600 hrs on 23.01.2017 |
| iii) Time and date of opening of technical bid | : 1600 hrs on 23.01.2017 |
| iv) Numbers of Bids | : two bid system |

Earnest Money Deposit

- i) Earnest Money Deposit-(EMD) of an amount of Rs. 5,000/- (Rupees five 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 document 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 the 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) 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 on the basis of techno-commercial parameters.
- ii) The Commercial Bid of technically short-listed tenderers only shall be opened.
- iii) The NSD reserves the right to select the bidder 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 bidder to bring pressure of any kind may disqualify the bidder for the present tender and the bidder may be liable to be debarred from bidding for NSD tenders in future for a period of three years.
- iv) Any discrepancy by the bidder which will not allow the committee, to arrive at correct **(L1)** the bids of such bidders will be rejected.

Payment of Terms

Payment shall be made within the reasonable time from the date of submission of bills after statutory deductions like **TDS** and other taxes as applicable from time to time.

Duration/Period of Contract

Normally contract will be awarded for one year. However, extension for the quarter year or part thereof will be considered keeping in view the various factors, such as prevailing market price, satisfactory performance of the Contractor.

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 will be sent to be last known place of business of the bidder, shall be deemed to be served on the date.

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 15days notice in writing without assigning any reason and without incurring any Commercial liability whatsoever to the Contractor.

However in case, the successful bidder refuses to supply the material on demand within the reasonable period, the NSD reserves the right to arrange the required material from other source i.e. the next lower bidder (**L2**) and in such case, the difference if any of the price of items will be paid by the contract holder.

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 thereof, the parties shall resolve them by resorting to the following.
 - (a) Parties shall attempt for a period of 30days 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.
 - (b) If the dispute cannot be settled by mutual discussions within 30days 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 the Director, NSD requesting him to appoint an arbitrator.
 - (c) The arbitration proceedings shall be held in accordance with the provisions or arbitration and conciliation Act 1996, or any statutory modification or re-enactment thereof.
 - (d) The arbitration proceedings shall be conducted in English language only. The venue of Arbitration shall be New Delhi.
 - (e) 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.
 - (f) The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

(To be kept duly signed in Envelope1- Technical Bid)

TECHNICAL BID

1. Qualifying Criteria

Bidder is required to forward the following documents:

- a. Name & address of the Firm including name of the Bank and A/c No.
 - b. PAN No.
 - c. Registration Numbers of Sales Tax/VAT/Service Tax, whichever is applicable.
 - d. Copies of last Income Tax Return/Sales Tax Return.
 - e. The annual turnover for the last three years i.e. 12-13, 13-14, 14-15.
2. Bidders shall submit along with the tenders the **Earnest Money for Rs. 5000/-** in the form of a Bank Draft/ Pay Order drawn in favour of **Director, National School of Drama, New Delhi**. Tenders not accompanied by the requisite amount of Earnest Money shall be rejected.

3. SCOPE OF WORK

- i. The bidder shall take the sole responsibility for supply of **“Wood, Plywood, Fiber and Glass items etc”**. for a period of one year from the date of award of contract as the case may be.
- ii. The bidder shall ensure that:
 - a. Hardware items supplied will be as per Specification /Make/Model indicated in Purchase Order;
 - b. Name of Product, Manufacturer, MRP, Packing Date and Expiry Date should be clearly indicated on the items being supplied;
 - c. In case of Hardware items supplied after its validity, the same shall be replaced immediately without any extra charges;
 - d. In case of any deviation of specification, the contract will be terminated in between and the EMD submitted shall be forfeited;
 - e. No extra charges (delivery/loading/unloading) shall be allowed to be paid to the bidder;
 - f. Any scheme offered by the Company, the same shall be extended to the School. In case it is noticed that the bidder is avoiding, ignoring the scheme offered by the Company, the contract will be terminated the EMD submitted shall be forfeited;
 - g. The services provided by Contractor shall be to the entire satisfaction of NSD.

4. Delivery:

The delivery of the items as mentioned in Purchase Order shall ordinarily be made on the same day or at the most next day at National School Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001 or of the place indicated in Purchase Order.

5. Prices:

The rates quoted shall be valid during the currency of the Contract and the material shall be supplied at the quoted rates. No upward variation in supply of material shall be entertained during the Contract period.

6. Validity:

The tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of contract of one year.

Signature of the Bidder

Name of the form and stamp

Date:

Place:

Annexure – II

(To be kept duly signed in Envelop 2- Commercial Bid)

COMMERCIAL BID

FORMAT FOR QUOTING RATES

WOOD, PLYWOOD, FIBER AND GLASS ITEMS

RATES FOR WOOD, PLYWOOD, FIBER & GLASS ITEMS etc.

S.NO	PERTICULARS	MAKE	AMOUNT PER SQR MTR	VAT %	WITH VAT
01.	COMMERCIAL PLYWOOD	Duro / Local ISI			
	Size 3mm per sqr mtr.	"			
	" 4mm " " "	"			
	" 6mm " " "	"			
	" 8mm " " "	"			
	" 12mm " " "	"			
	" 18mm " " "	"			
02.	B.W.P. PLYWOOD	Duro / Local ISI			
	Size 3mm per sqr mtr.	"			
	" 4mm " " "	"			
	" 6mm " " "	"			
	" 8mm " " "	"			
	" 12mm " " "	"			
	" 18mm " " "	"			
03.	PLASTIC COATED PLY	Duro / Local ISI			
	Size 12mm per sqr mtr	"			
	" 18mm " " "	"			

04.	BLOCK BOARD COMMERCIAL	Duro / Local ISI			
	Size 19mm per sqr mtr.	"			
	" 25mm " " "	"			
05.	B.W.P. BLOCK BOARD	Duro / Local ISI			
	Size 19mm per sqr mtr.	"			
	" 25mm " " "	"			
06.	TEEK PLYWOOD (O.S.T.)	Duro / Local ISI			
	" 6mm " " "	"			
	" 12mm " " "	"			
07.	TEEK BOARD (O.S.T.)	Duro / Local ISI			
	Size 19mm per spr mtr	"			
08.	SHUTTRING PLY	Duro / Local ISI			
	Size 12mm	"			
09.	TEEK MARJAN				
	Size 1"x 3/16"				
	" 1.6"x3/16"				
	" 1"x 1/2"				

10.	LAMINATED SHEET GLOS Y	GreenLam			
	Size .8mm	"			
	" 1mm	"			
	" 1.5mm	"			
11.	LAMINATED SHEET MAT	"			
	Size .8mm	"			
	" 1.5mm	"			
	" 1mm	"			
12.	CELLING TILES	Local			
	Size 2'x 2'x 12mm	"			
13.	BHUTAN BOARD				
A.	O.S.T.				
	Size 12mm				
	" 18mm				
B.	Both Side Teek				
	Size 12mm				
	" 18mm				
14.	TEEK FLOOR TILES	Local			
15.	MDF BOARD	Nuwud			
	3mm	"			
	4mm	"			

	6mm	"			
	8mm	"			
	10mm	"			
	12mm	"			
16.	CELLOW TAX BOARD	Local			
	12mm	"			
17.	SITA TAX BOARD	Local			
	12mm	"			
18.	J.KAIL PER C.FT				
A.	Cut Size Rate				
B.	Sleeper Rate				
19.	C.P.T. WOOD PER C.FT.				
A.	Cut Size Rate				
B.	Sleeper Rate				
20.	MIRANDI WOOD PER C.FT				
A.	Cut Size Rate				
B.	Sleeper Rate				
21.	MALYSIA SAL Per C.FT				
A.	Cut Size Per C.FT				
B.	Sleeper Size Per C.FT				

22.	FIBER GLASS SHEET Per Sqr Mtr				
	2 mm				
23.	FOAM SHEET (PER SHEET)				
	½"				
	1"				
	1 ½"				
	2"				
24.	PUTTY FOR GLASS (PER KG)				
25.(A)	GLASS PLAIN				
	3mm				
	4mm				
	6mm				
(B)	GLASS BAJARI				
	3mm				
	4mm				
(C)	FROSTED				
	4mm				
26.	MIRROR				
	4mm				

	5mm				
	6mm				
27.	THRMOCOL BLOCK & SHEET(RATE IN BLOCK)				
	1"X1mx1/2m				
	2"x1mx1/2m				
	3"x1mx1/2m				
	4"x1mx1/2m				
	Block 1mx1mx1m				
28.	LAITEX SUN BRAND				
	1Lit				
	2Lit				
	5Lit				
29.	NEWZILAND PINE				
	Cut Size				
	Sleeper Size				
	<u>TOTAL</u>				

Signature of the Bidder

Name of the firm and stamp

Date :

Place: