

SHORT TERM TENDER NOTICE

File No: NSD/Tent Material/ 2016-17

14, Jan 2017

Director, National School of Drama, invites open tenders in sealed covers from experienced contractors/agencies/service providers for organizing 19th BRM to be held in the lawns of National School of Drama from 01st to 22nd Feb, 2017 in two bid systems, technical & financial bids. Separate sealed envelope should be used for technical and financial bid and put them in another bigger envelope.

Interested and experience contractors/agencies/service providers fulfilling the necessary eligible criteria are requested to submit their formal application as per the relevant tender documents as mentioned below:

Details of Work/Services

SI No	Work/Services	Nature of Service/supply	EMD
1	Tent Material as per Annx 'A'	On Contractual basis for six months	Rs. 50,000/-

AVAILABILITY OF FORMS- To be downloaded from NSD website (www.nsd.nic.in)

Tender may be deposited upto 23rd Jan, 2017 (upto 1500 Hrs) on all days at NSD Reception in Tender Box indicating "Tender for Tent Material "

Tender shall be opened at **1700 Hrs on 23rd Jan, 2017** at NSD by the Tender Purchase Committee in front of bidder/authorized representatives who wish to be present. Any amendment/ corrigendum would be hosted on official website of NSD. Director reserves the right to cancel the tenders at any stage without assigning any reason.

Director

Terms and Conditions, eligibility Criteria and Information for Services

1. The bidder should be a well established Professional Agency/Company/Firm in same industry and have minimum of 2 years experience of handling such events/conferences/award functions of Govt./Semi Govt./PSU/Autonomous bodies of Govt. of India .
2. The bidder should have full-fledged office set up and adequate manpower with state-of –art infrastructure and resources to support timely service for activities within the scope of work, should enclose necessary documents as a proof of their office set up.
3. Negotiation will be done with L1 firm. Any confusion in arriving L1 due to any ambiguity created in quoting by any of the bidder, the decision of the competent authority in this regard shall be final.
4. In case the bidder withdraws the offer during the pendency of the offer or afterwards, the earnest money submitted by the bidder will be forfeited.
5. Any enquiry/query raised after the quotation is submitted will not be entertained.
6. The successful bidder shall be required to comply with all the instructions of the venue management and restore the area to its original form after the event.
7. The bidders who have downloaded the tender from the website have to submit the Earnest Money of Rs.50,000/-(Fifty thousand only) in the form of Demand draft/FDR in favor of Director National School of Drama at New Delhi.
8. The successful bidder will be decided on the basis of L1 to be decided by the Tender Evaluation Committee. If the L1 refuses due to any reason thereof, the L2 has to supply the material /undertake the services at original L1 rates and so on.
9. The successful bidder has to visit NSD as and when required for discussion on the subject matter.
10. The successful bidder would be required to deposit a Security Deposit @ 10% of the contract value in favor of Director National School of Drama in the form of Bank Guarantee /demand draft from Nationalized Bank payable at New Delhi. The Security deposit should remain valid for a minimum of 90 days from the date of completion of all contractual obligations on the part of successful bidder. The performance guarantee will be released on successful completion of the work.
11. The L1 will be decided based on the **unit value of each item added together, repeat unit price of each item**. In case, the bidder has not quoted for some items, **the Highest of price** quoted by the other bidder will be taken into account for arriving at L1. However, at the time of placement of order, the L1 so arrived has to match the lowest price. It is, therefore, advised to quote for all the items so that there is no ambiguity in your quote because of the above condition. However, any ambiguity left even after that, the decision of the Tender Purchase Committee for arriving at L1 will be final. In case of any doubt, the probable bidders can approach the Accounts Officer of NSD before submitting its quote. No change etc. in any case will be allowed to change the quote after submitting/opening of quote.
- 12. Separate L1 will be decided for Generator Set 125 KW with fuel per hour**
13. Please note that the UNIT mentioned in the tender shall only be quoted. The tender purchase committee reserves the right to reject the bid for that item in case the bidder quotes the other unit than indicated in the tender. For example, per square feet and not per square meter, piece, per hour, running meter etc.
14. Each item must be quoted as per the tender. No rate for combined item to be quoted. Sl. No must match as indicated in the tender.
15. Consortium approach is not acceptable.
16. Conditional tender will be rejected..

INFORMATION SHEET

<u>S.No</u>	<u>Details</u>	<u>Index Code</u>
1	Firm's Registration Certificate, copy to be enclosed	A
2.	Address Proof, copy to be enclosed	B
3.	Pan Card Details (to be printed on the letter head of the Company and Signed by the Head of the organizations along with the copy of Pan Card	C
4.	Service Tax and Vat Reg. no. along with latest return details	D
5.	Copy of last 3 years ITR and 3 years balance sheets duly certified by CA.	E
6.	Name, Contact details (E-mail ID and Mobile No.) and valid ID and address proof authorized to coordinate with the organizer.	F
7.	Should be registered under EPF & ESI and enclose a copy of the same	G
8.	Firms should not be black listed in the past by any Government Department, an undertaking to this effect may be enclosed.	

Signature of the contractor

Name of Work: Tent Material during festivals at NSD for six months

(a) Table with frill and cover	per piece
(b) Round table with cover & frill	per piece
(c) Chair with cover	per piece
(d) Carpets 5'x15' and 8'x5'	per piece
(e) Green Patti color red/New Red/green	per sq ft
(f) Green Patti old red	per sq ft
(g) Electric Standing heater	per piece
(h) Dust bins big size	per piece
(i) Water Filter Machine	per piece
(j) Ceiling 15'x15'	per piece
(k) Side curtains 15'x15'	per piece
(l) Black/White/colour Masking New	per sq ft
(m) Black/White/colour/Masking Old	per sq ft
(n) Halogen with wire 500 and 1000 W	per piece
(o) 3 phase heavy duty main line	per running meter
(p) Razai-Gadda Set	per piece
(q) Mattresses 3" & 4"	per piece
(r) Round Pillow	per piece
(s) White Chadar	per piece
(t) Water proof pandal with bamboos fitting with back & side wall with water proof	per sq ft
(u) Sofa set 2 seated/ 3 seats	per piece
(v) Hanger(Non-AC) water proof	per sq ft
(w) Octonorms stalls with spot light 10'x10' plus tables & chairs	per sq ft
(x) Pagoda	per sq ft
(y) Generator set 125 KW per hrs. with fuel	

Note: The L1 will be decided based on the **unit value of each item added together, repeat unit price of each item**. In case, the bidder has not quoted for some items, **the Highest of price** quoted by the other bidder will be taken into account for arriving at L1. However, at the time of placement of order, the L1 so arrived has to match the lowest price. It is, therefore, advised to quote for all the items so that there is no ambiguity in your quote because of the above condition. However, any ambiguity left even after that, the decision of the Tender Purchase Committee for arriving at L1 will be final. In case of any doubt, the probable bidders can approach the Accounts Officer of NSD before submitting its quote. No change etc. in any case will be allowed to change the quote after submitting/opening of quote.

Separate L1 will be decided for Generator Set 125 KW with fuel per hour

Commercial Quotation

Items to be supplied to NSD on contract bases for six months for forthcoming festivals

<u>SI No</u>	<u>Item descp</u>	<u>Rate for unit inclusive of all taxes etc.</u>	<u>Unit and SI No as per tender</u>
<u>1</u>			

Details as per Annx "A"

Signature of the contractor