

Serial No.

Tender Cost: Rs.500/-

**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 **printers / printing houses** for executing various printing jobs of the 18th Bharat Rang Mahotsav being organized by the School from 1st to 21st February 2016 in Delhi and Parallel BRMs in four other cities in India. The bids are invited in two parts, i.e. **Technical Bid** and **Financial Bid**. Technical Bid should contain all technical details along with commercial terms and conditions, as per the proforma at **Annexure-I**. The Financial Bid should indicate item-wise prices, as per the proforma at **Annexure-II**.

The Technical Bid and Financial Bid should be addressed to the **Registrar, National School of Drama**, and sealed in separate envelopes duly superscribed '**Technical Bid and Commercial Terms for Printing Jobs for 18th BRM at the National School of Drama**' and '**Financial Bid for Printing Jobs for 18th BRM at the National School of Drama**'. Both these sealed envelopes should be put in a third envelope duly sealed and superscribed '**Tender for Printing Jobs for 18th BRM at the National School of Drama**'. An Earnest Money Deposit of Rs.35,000 (Rupees thirty five thousand only) by Demand Draft in favour of the **Director, National School of Drama** should be submitted along with the bids. The last date for submission of the bids at the office of the NSD is 15th January 2016 upto 1700 hrs.

Pre-qualifications for tenderers for technical evaluation

1. **Bidders are required to submit the following documents:**
 - a) Name & address of the printing press
 - b) Name, address, contact telephone number and email address of representative of the printing press
 - c) Name of Bank and Account No.
 - d) Copies of documents relating to PAN / Sales Tax Number / TIN / VAT
 - e) Copies of Income Tax Returns for last three years
 - f) Annual turnover for the last three years 2012-13, 2013-14 & 2014-15.
 - g) Names of five government organizations / PSUs / other reputed establishments or cultural institutions for which the agency is doing printing jobs, along with work orders.
 - h) The firm should have a turnover of more than Rs.1.50 crore in a financial year.
 - i) The firm should have done similar type of urgent jobs with a single order of minimum Rs.15.00 lacs. Please attach work order.
 - j) Samples (one copy each) of printing jobs done for the above organizations.
2. Bidders shall submit **Earnest Money Deposit of Rs.35,000/-** 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 executing all printing jobs of the 18th BRM as per the specifications and requirements of the School within 10 days of award of the job.** The list of specifications of the printing jobs likely to be executed is given in the Financial Bid Document. Total amount of all items of the Financial Bid will be considered for award of job.

Cost of Tender and schedule of submission of tender documents

- i) Cost of Tender : Rs.500/-
- ii) Time and last date of receipt of tender documents : 15.01.2016 upto 1700 hrs
- iii) Procedure for submitting the bids : Two bid system
- iv) The offer in the prescribed format should be addressed to the Registrar, National School of Drama, giving indication that it contains the tender under sealed envelope. This is a two-bid system. The first envelope containing the Technical Bid shall be sealed and superscribed '**Technical Bid and Commercial Terms for Printing Jobs of 18th BRM at National School of Drama**', and shall also contain the bank draft/pay order for the Earnest Money Deposit. The second envelope containing the Financial Bid shall be sealed and superscribed '**Financial Bid for Printing Jobs of 18th BRM at National School of Drama**'. Both these envelopes shall be put into a third envelope which shall be sealed and superscribed '**Tender for Printing Jobs of 18th BRM at the National School for Drama**, and addressed to the **Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi 110 001.**
- v) Only the Technical Bids shall be opened 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 the technical bid. Technical Bid will be opened on 16th January 2016 at 11.00 am.
- vi) Those who do not meet the requirements of the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened. However, the National School of Drama reserves the right to accept or reject any tender without assigning any reasons.
- viii) In the Financial Bid, the prices and other information like discounts, taxes 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) of Rs. 35,000/- (Rupees thirty five thousand only) shall be submitted along with the offer, in the envelope containing the Technical Bid. The EMD shall be in the form of a crossed bank draft / pay order drawn in favour of Director, National School of Drama, payable at Delhi. Any tender NOT accompanied by the EMD shall be summarily rejected.

- ii) The EMD shall remain deposited with the National School of Drama during the period of validity of the offer, i.e. a minimum period of 90 calendar days from the date of opening of tender.
- iii) No interest shall be paid by the National School of Drama on the EMD for the above said period.
- iv) The EMD deposited is liable to be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect, within the period of validity of the offer.
- v) The EMD of successful tenderers shall be returned after the contract and performance guarantee is furnished.
- vi) If the successful tenderer fails to furnish the performance guarantee according to the terms and conditions laid down by the National School of Drama, then the EMD shall be forfeited by the School.
- vii) The EMD of all unsuccessful tenderers shall be returned within a reasonable time period after a decision is taken on the tender offers.

Evaluation of Tender

- i) The tender will be evaluated on the basis of two-bidding system.
- ii) The technical bid shall be opened in the presence of their representatives on the specified date and time at the office of the National School of Drama.
- iii) The National School of Drama 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 National School of Drama tenders for a period of three years.

Payment Terms

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

Termination of Contract

In case of any default by the printing agency 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 7 days notice in writing to the party.

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 or 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.2,00,000/- (Rupees two Lakhs 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.

TECHNICAL BID and COMMERCIAL TERMS

1. **The bidder is required to forward the following documents:**
 - a) Name & address of the printing press
 - b) Name, address, contact telephone number and email address of representative of the printing press
 - c) Name of Bank and Account No.
 - d) Copies of documents relating to PAN / Sales Tax Number / TIN / VAT
 - e) Copies of Income Tax Returns for last three years
 - f) Annual turnover for the last three years 2012-13, 2013-14 & 2014-15.
 - g) Names of five government organizations / PSUs other reputed establishments or cultural institutions for which the agency is doing printing jobs, along with copies of work orders.
 - h) The firm should have a turnover of more than Rs.1.00 crore in a financial year.
 - i) The firm should have done similar type of urgent jobs with a single order of minimum Rs.15 lacs. Attach copy of work order.
 - j) Samples (one copy each) of printing jobs done for the above organizations

2. Bidders shall submit along with the tenders **Earnest Money Deposit of Rs.35,000** (Rupees thirty five thousand only) in the form of a bank draft / pay order drawn in favour of National School of Drama, New Delhi. Tenders not accompanied by the requisite amount of Earnest Money shall be rejected.

3. **Scope of Work**
The bidder shall take the sole responsibility for executing all printing jobs of the 18th BRM as per the specifications and requirements of the National School of Drama within a period of 10 days from the date of award of contract. The list of specifications of the printing job likely to be executed by the printer has been given in the Financial Bid Document.

4. **Prices**
The rates quoted shall be valid during the currency of the Contract and the services shall be provided at the quoted rates.

5. **Validity**
The quotation shall be valid for a period of only one month from the date of opening of the tenders for the purpose of evaluation of tender.

Signature of the Bidder

Date :

Place:

Name of the firm and stamp

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

FINANCIAL BID

Scope of work for 18th BRM and Parallel BRMs

S. No	Items & specifications	Qty.	Rates
1.	POSTER SIZE: 12" X 19" COLOR : 4+0 with Aquous coating PAPER: 210 gsm Magno Art Paper with adhesive strip	1000	
2.	POSTER SIZE: 19" x 29" COLOR: 4+0 with Aquous coating PAPER: 210 gsm Magno Art Paper with adhesive strip	500	
3.	INVITATION CARD OPEN SIZE: 16" x 8" CLOSED SIZE: 9" x 8" COLOR: 4+4 PAPER: Rendezvous Super White (240gsm X 3 pasted card) 820 gsm with UV, Aquous coating, silver foil and Gateway Paper cover FAB: 2 - 3 fold COLOUR: 4+4	1000	
4.	ENVELOPES FOR INVITATION CARDS CLOSED SIZE: 9.5" x 8.5" and according to invitation card PAPER: Rendezvous Super White 160gsm with one UV & COLOUR: 4+0 with Aquous coating FAB: Pre gummed flap	1000	
5.	MAILER OPEN SIZE: 12.5" x 19" CLOSED SIZE: 4.1" x 9.5" PAPER: Rendezvous Super White 240gsm or Ensamble Natura White 260 gsm with COLOUR: 4+4 & Spot UV & Aquous coating FAB: horizontal and vertical fold	3000	
6.	ENVELOPES FOR MAILER SIZE : 10" x 4.5" PAPER: Rendezvous Super White 160gsm with one UV & COLOUR: 4+0 FAB: Pre gummed flap	3000	

7.	TICKETS (Manual) SIZE: 9.5" X 3.25" COLOR: 4+0 duly numbered with 2 counter file with 3 different denomination with Aquous coating PAPER: 200gsm imported Ivory	8000	
8.	COMPUTERIZED TICKETS SIZE: 7.5 x 5.5 COLOUR: 4+0 with Aquous coating PAPER: Sunshine Super printing 120 gsm duly numbered	15000	
9.	DOCKET FOLDERS OPEN SIZE: 18.75 x 12.25" CLOSED SIZE: 9.25" x 12.25" PAPER: Rendezvous Super White 270 gsm with two pockets COLOUR: 4+4 with spot UV and Aquous coating	500	
10.	SCHEDULES - front and back Hindi / English SIZE: 16.25 x 11 inches PAPER: 130 Magno Art Paper COLOUR: 4+4 with Aquous coating 6 different schedules	30000	
11.	LETTERHEAD SIZE: A4 PAPER: 105gsm Rendezvous Super White COLOUR: 4+0	3000	
12.	ENVELOPES FOR LETER HEADS SIZE: 9" x 4" COLOR: 4+0 PAPER: 120gsm Magno Art Paper	3000	
13.	INAUGURAL BROCHURE OPEN SIZE: 24" x 8" CLOSED SIZE: 12" x 8" PAPER: Inside: Rendezvous Super White 190gsm Cover: Rendezvous Super White 240 gsm COLOUR: 4+4 , 16 pages Aquous coating and spot UV on cover Binding: Centre stiching	1000	
14.	MAIN BROCHURE OPEN SIZE: 17" x 10.75" CLOSED SIZE: 8.5" x 10.75" PAGES: 196 + 4 PAPER: COVER: 300 gsm magno matt with matt lamination Or Rendezvous Super White 270 gsm in 4 colour with spot UV Inside Paper: Magno Art Paper 170gsm, OR Ensamble N white 130gsm , OR Rendezvous Super White 130 gsm Binding: perfect binding	300 Eng 200 Hin	

15.	DAILY PROGRAMME - English & Hindi OPEN SIZE: 9" x 9.5" CLOSED SIZE: 4.5" x 9.5" COLOR: 4+4 PAPER: 170gsm Magno Art Paper with Aquous coating	500 + 500 X90 Plays	
16.	CD LABEL + CD ENVELOPE SIZE:4.5"x4.5" label within A4 (on sticker paper), cover within A3 PAPER: Rendezvous Super White 190gsm CD Envelope: Closed Size: 5"x5"	500	
17.	NOTE PADS SIZE: 6 x 8.5 PAPER: Sunshine Super Printing 90gsm COLOUR :4+0 of 40 pages COVER: 300gsm Magno art Paper with Aquous coating Binding: Wiro	1000	
18.	FESTIVAL TEAM BADGES SIZE: 3.5 x 5 PAPER: 300gsm Magno Art COLOUR: 4+4 front and back with different photos With thick plastic cover and dori	1500	
	Total		

Signature of the Bidder

Date :

Place:

Name of the firm and stamp