

# **NATIONAL SCHOOL OF DRAMA**

(An autonomous Institute under Ministry of Culture, Govt. of India)  
Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001

## **Tender Document along with Terms & Conditions**

**Subject:- Modification of verandah & notice board at National School of Drama, New Delhi.**

1. Sealed Tenders are invited from eligible and reputed firms, for Renovation & extension of existing Bookshop at National School of Drama, New Delhi. Agencies shall have relevant experience of similar work in Government Departments.
2. Tender Documents can be downloaded from NSD's website <http://www.nsd.gov.in> for which the Agency has to pay Rs. 500/- (Rupees Five Hundred Only) as Tender documents charges in the form of a crossed Demand Draft/Pay Order drawn in favour of the **Director, National School Drama, New Delhi** which is to be attached with tender at the time of submitting.
3. The bids are invited into two parts, i.e. **Qualifying/Technical Bid and Financial Bid**. The Qualifying/Technical Bid should be consisting of all technical details as per schedule of work enclosed 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**.
4. The Qualifying/Technical Bid and Financial Bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed '**Tender for Modification of verandah & notice board at NSD**'. The Qualifying/Technical Bid and financial bid should be addressed to **The Registrar, National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001** so as to reach the office on or before **10.03.2016 till 1100 hours** along with the Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand Only) in the form of a crossed Demand Draft/Pay Order drawn in favour of the **Director, National School Drama, New Delhi**. The tenders received without EMD, incomplete tenders or tenders without the supporting documents or not agreeing to terms & conditions shall be summarily rejected. A Tender Evaluation Committee constituted for the purpose will open the Qualifying/Technical Bid of the tenderers on **10.03.2016 at 1130 hours** in the presence of such tenderers who wish to be present.
5. The tenderer should sign and stamp each page of tender document as a token of acceptance of the terms & conditions contained therein and submit the same along with the bid.
6. If an Agency qualifies in the technical bid, then only its financial bid shall be opened. The financial bid indicating item-wise prices for the items mentioned in proforma at **Annexure-II** and the taxes as applicable. The financial bids shall be opened by a Committee constituted by the office.

**A. EARNEST MONEY DEPOSIT:-**

1. Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand Only) shall be kept in the envelope containing the qualifying/technical bid. Those who do not qualify the pre-qualification conditions, shall be summarily rejected and their financial bids shall not be opened.
2. The EMD shall remain deposited with the NSD during the period of validity of the offer, i.e., maximum period of 90 calendar days from the date of opening of tender.
3. No interest shall be paid by NSD on the EMD for the above said period.

**B. EVALUATION OF TENDER:-**

1. The Qualifying/Technical Bid 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.
2. In the Financial Bid, in proforma at **Annexure-II**, the rates, amount and total amount shall be written both in words and figures. If there is any discrepancy between the amount quoted in words and figures, the amount quoted in words will be treated as final.
3. 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 tenders in future for a period of three years.

**C. ELIGIBILITY CONDITIONS FOR TECHNICAL BID.**

1. The firm/agency should have similar experience in other government organizations and must provide the experience certificate of completion of work satisfactorily from the Department where they are done for two works for Rs. 3 Lakhs each in the last three years.
2. The firm/agency should have PAN, Income Tax, VAT & latest Bank Solvency Certificate of not less than Rs. 5 Lakhs and balance sheet showing Turnover, Income Tax for last three financial years along with documentary proof.
3. All the document should be page no. with index giving all the details with page no.
4. The tenderer should sign and stamp each page of tender document as a token of acceptance of the terms & conditions contained therein and submit the same along with the bid.

**D. PERFORMANCE SECURITY:-**

1. The successful bidders will have to submit performance security to ensure due performance of Contract to an amount of Rs. 20,000/- (Rupees Twenty 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 the Director, National School of Drama, New Delhi as per the text provided by the NSD.
2. The performance security should be valid for a period of 30 days beyond the date of completion of the Contract obligation.
3. If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by the NSD, the tender will be rejected and the EMD shall be forfeited by NSD.

**E. COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-**

- |                                                          |                                     |
|----------------------------------------------------------|-------------------------------------|
| i) Cost of Tender (Non refundable)                       | : Rs. 500/-                         |
| ii) Time and last date of submission of tender documents | : <b>10.03.2016 till 1100 hours</b> |
| iii) Time and date of opening of tenders                 | : <b>10.03.2016 at 1130 hours</b>   |

**F. COMPLETION TIME:-**

The work to be completed within two months from the 7<sup>th</sup> day of award of work order.

**G. PENALTY CLAUSE:-**

For any delay in work beyond completion period, the penalty will be imposed for delay in work at the rate of one percent per week with maximum penalty of ten percent of total value of the contract.

**H. GENERAL CONDITIONS OF THE CONTRACT:-**

1. National School of Drama does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
2. Canvassing whether directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
3. The Contractor shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character & integrity.

4. The successful tenderer shall be fully responsible and comply with all Act, with regard to the performance of the work and take such necessary steps as may be deemed necessary in this regard.
5. NSD will have no liability whatsoever concerning the persons deployed by the tenderer for any purpose. The successful tenderer shall keep that the NSD indemnified against all losses or damages or liability arising out of or imposed in the course of employment of person(s) by him or for any violation of such Acts, Laws of Regulations etc. by him/her, his/her agent or his/her staff.
6. The successful tenderer shall be solely responsible for setting/resolving any dispute/claim of his/her personnel during the pendency of the Contract. No liability shall accrue to NSD under any circumstances even after expiry of the contract. No claim for continuity for service under contract or other wise will be entertained by NSD.
7. The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him for rendering the jobs on contract under the agreement, either under the Workmen Compensation Act or any Act in force at that time.
8. The tenderer may at their cost take necessary insurance cover in respect of his employee(s) and other persons employed or engaged in connection with the process of rendering the aforesaid job.
9. The tenderer should deploy his authorized representative for effective and proper supervision of the jobs under the contract.
10. Tenderer shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of the NSD. The Contractor shall also be responsible for any act of omission or commission on the part of his supervisors/workers. NSD is a national level theatre (Culture) Institute and this is a heritage building, therefore, the renovation works are to be carried out carefully as per norms/standards. Any damage done/caused to the existing structure/furniture/fitting/equipment by the workers of the Contractor Agency shall be got rectified by the Contractor at his own risk and cost/cost received from by the Contractor.
11. The decision of the authorized officials of NSD regarding the satisfactory standard of work shall be final and binding on the Contractor. The Contractor shall comply with the monitoring mechanism/system as advised by the NSD.
12. The services provided by Firm/Agency shall be to the entire satisfaction of NSD.
13. The tenderer should ascertain the complete work to be undertaken by visiting the site before submission of tender.
14. The Contractor will be liable to comply any instructions/order given in written or verbal for better and efficient services.

**I. TERMINATION OF CONTRACT:-**

In the event of services rendered being found unsatisfactory, the contract is liable to be terminated and EMD deposit will be forfeited. The decision of the NSD in this regard will be final.

**J. DISPUTE RESOLUTION:-**

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitration of person appointed by NSD (Ist Party), whose decision will be final and binding on both parties.

**K. 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.

**National School of Drama**

**ANNEXURE – I**

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

**TECHNICAL BID**

## **National School of Drama**

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

### **QUALIFYING/TECHNICAL BID**

**BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS FOR QUALIFYING DULY SELF-CERTIFIED, STAMPED:-**

#### **DETAILS**

1. Name & address of the Firm/Agency :  
(with Tel no., Fax & Email)
2. PAN No. :
3. VAT Registration No. :
4. Current Bank Solvency Certificate of minimum value Rs. 5 Lakhs should be valid on date of submission :
5. Details of Tender Cost :
6. Details of EMD :
7. Balance sheet showing turnover, Income tax for last three financial years.
8. Details of the experience with Govt. departments only. The firm should have carried out the minimum two similar type of work for Rs. 3 lakhs in Government departments with completion certificate in the last three years and should enclosed the necessary documents.
9. Certificate of declaration enclosed.

**(Signature of Authorized Signatory with date)**

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**Name of the Firm/Agency & stamp**

Contd....P/8

**DECLARATION**

I hereby certify that all the information furnished in the offer submitted above are complete and correct to the best of my/our knowledge. I also hereby confirm and declare that the firm has not been black listed by any Institutional agencies / Govt. Deptt. / PSU. I understand that in case any deviation is found in the above statement at any stage, the tender will be out right rejected & action as deem fit will be initiated against the firm/agency.

Date: \_\_\_\_\_

**Signature of the Bidder with date**

Place: \_\_\_\_\_

**(Name of the Firm/Agency and stamp)**

**Name of Work: - Modification of verandah & notice board at  
National School of Drama, New Delhi.**

S. No.	Description	Unit	Quantity
1	Demolishing/Dismantling brick work with door and Show case including stacking of serviceable material and disposal of unserviceable material out side permiss metres lead as per direction of Engineer-in-charge. <b>Note: Stacking of all serviceable materials with good care as per instruction of Engineer-in-charge.</b>	Job	1.00
2	Structural steel work riveted, bolted or welded in built up sections, trusses and framed work, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer all complete.	Kg.	155.00
3	Providing and fixing Gold Bwp Waterproof Grad 12mm thick Hardboard (Plywood) panelling in panelled for wall partion work complete with all necessary fittings, painting & polishing in all respect as per direction of Engineer-in-charge.	Sqm.	13.00
4	Providing and fixing notice board size 4060X1560mm as required/directed (matching with the panel of the cabin) 150mm deep with sliding shutter on the front. Made out of 19mm thick Steam beech veneered block board frame and outer frame with beading Steam beech wood section, concealed hinges, locking arrangement, and providing and fixing glass of (Float glass sheet of nominal thickness 5.5 mm (weight not less than 13.50 kg/sqm) on runner channel with rear panel of SITATEX board , covered with fabric of approved shade. Fixed to back ply 6mm thick . All complete including P/F stainless steel rollers to run inside C or E aluminium channel section and melamine polish in stain of required shade. The notice board to fix on MS Frame with with the help of MS Plate, Nut Bolt, MS U support including riveted, bolted or welded (MS work for fixing of notice board to be paid in Structural Steel work). All complete as per approval of the Architect / employer. <b>Note: - The rates are inclusive of glass (If the Glass will supplied by us, than it will deducted from the Contractor bill)</b>	Nos.	1.00
<b>5</b>	<b>Door &amp; Window frame/ sub frame</b>		
5.1	Providing, making and fixing in position selected woods in frames etc. of doors, windows, ventilators made to size and shape as shown in drawing, with mitred joints fixed with 40x3mm flat iron hold fast 400mm long embedding bricks masonry work/ concrete work in cement concrete 1:2:4 by approved dash fastener in contact with RCC, as directed including making necessary grooves, chamfering etc. including applying water proof wood primer and 2 coats of termite proof paint on concealed surfaces, etc. complete as per detailed drawings. (all item described above are to be included in the quoted price).		

5.1.1	Red Merindi wood with synthetic enamel paint in desired shade as per specification and Density should be 500 Kg/Cum and moisture content will be 12 % permitted as per direction of site Incharge.	cum	0.30
<b>6</b>	<b>Flush door</b>		
6.1	Providing and fixing phenol bonded flush door shutters of approved quality and make non decorative type core of block board construction with internal frame of 1st class hard wood and well matched 3mm commercial ply veneering with vertical grains or cross bands including providing and fixing 4 nos. 125mm long in each leafs, and 3.5mm thick SS hinges complete as per specification. Rate including providing and fixing Stainless steel handle, Mortise lock with set, Tower bolt & Door stopper complete in all respect and including providing & fixing moulding at door chowkhat Of size 50mm x 25mm with ducco paint. (Make - Green Ply / Duro) Make of Hinge - Door Set (a) 38 mm thick including 4 mm thick veneer including melamine polishing in both side as per drawing and design.		
6.1.1	Door Size 2400x2210mm (Double leafs)	Nos.	1.00
6.1.2	Door Size 2200x815mm (Single leaf)	Nos.	1.00
7	Providing and fixing 4 nos. fancy tube light for Notice Board with fittings including wiring form electric board to tubelighting fittings complete as per instruction of Engineer in charge. Quoted rates is also include the costs of shifting of electric board.	Job	1.00
8	Reinforced cement concrete work in beams, suspended floors, roofs having slope up to 15° landings, balconies, shelves, chajjas, lintels, bands, plain window sills, staircases and spiral stair cases up to floor five level, excluding the cost of centering, shuttering, finishing and reinforcement, with 1:2:4 (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size).	Sqm.	0.25
9	Providing and fixing double scaffolding system (cup lock type) on the exterior side, up to seven story height made with 40mm dia. M.S. tube 1.5m centre to centre horizontal & vertical tubes joining with cup & lock system with M.S. tubes, M.S. tube challies, M.S. clamps and M.S. staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for the required duration as approved and removing it there after. The scaffolding system shall be stiffened with bracings, runners, connection with the building etc. wherever required for inspection of work at required locations with essential safety features for the workmen etc. complete as per directions and approval of Engineer-in-charge .The elevational area of the scaffolding shall be measured for payment purpose .The payment will be made once irrespective of duration of scaffolding.	Sqm.	3.00

10	Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading to approved municipal dumping ground or as approved by Engineer-in-charge, beyond 50 m initial lead, for all leads including all lifts involved.	Cum	5.00
----	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	------

**NOTE:-** THE BLANK SCHEDULE OF QUANTITIES ENCLOSED SHOULD BE DULY SIGNED AND WITHOUT AMOUNT. THE AMOUNT SHOULD BE FILLED ONLY IN THE FINANCIAL BID.

**Signature of the Bidder with date**

**Date :**

**Place :**

**( Name of the Firm/Agency and stamp )  
( with Address, Tel. No., Fax & Email )**

*National School of Drama*

ANNEXURE – II

(To be kept duly signed in Envelop 2 – Financial Bid)

**FINANCIAL BID**

FINANCIAL BIDName of Work: - Modification of verandah & notice board at National School of Drama, New Delhi.

S. No.	Description	Unit	Quantity	Rate	Amount
1	Demolishing/Dismantling brick work with door and Show case including stacking of serviceable material and disposal of unserviceable material out side permis metres lead as per direction of Engineer-in-charge. <b>Note: Stacking of all serviceable materials with good care as per instruction of Engineer-in-charge.</b>	Job	1.00		
2	Structural steel work riveted, bolted or welded in built up sections, trusses and framed work, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer all complete.	Kg.	155.00		
3	Providing and fixing Gold Bwp Waterproof Grad 12mm thick Hardboard (Plywood) panelling in panelled for wall partion work complete with all necessary fittings, painting & polishing in all respect as per direction of Engineer-in-charge.	Sqm.	13.00		
4	Providing and fixing notice board size 4060X1560mm as required/ directed (matching with the panel of the cabin) 150mm deep with sliding shutter on the front. Made out of 19mm thick Steam beech veneered block board frame and outer frame with beading Steam beech wood section, concealed hinges, locking arrangement, and providing and fixing glass of (Float glass sheet of nominal thickness 5.5 mm (weight not less than 13.50 kg/sqm) on runner channel with rear panel of SITATEX board , covered with fabric of approved shade. Fixed to back ply 6mm thick . All complete including P/F stainless steel rollers to run inside C or E aluminium channel section and melamine polish in stain of required shade. The notice board to fix on MS Frame with with the help of MS Plate, Nut Bolt, MS U support including riveted, bolted or welded (MS work for fixing of notice board to be paid in Structural Steel work). All complete as per approval of the Architect / employer. <b>Note: - The rates are inclusive of glass (If the Glass will supplied by us, than it will deducted from the Contractor bill)</b>	Nos.	1.00		

<b>5</b>	<b>Door &amp; Window frame/ sub frame</b>				
5.1	Providing, making and fixing in position selected woods in frames etc. of doors, windows, ventilators made to size and shape as shown in drawing, with mitered joints fixed with 40x3mm flat iron hold fast 400mm long embedding bricks masonry work/ concrete work in cement concrete 1:2:4 by approved dash fastener in contact with RCC, as directed including making necessary grooves, chamfering etc. including applying water proof wood primer and 2 coats of termite proof paint on concealed surfaces, etc. complete as per detailed drawings. (all item described above are to be included in the quoted price).				
5.1.1	Red Merindi wood with synthetic enamel paint in desired shade as per specification and Density should be 500 Kg/Cum and moisture content will be 12 % permitted as per direction of site Incharge.	cum	0.30		
<b>6</b>	<b>Flush door</b>				
6.1	Providing and fixing phenol bonded flush door shutters of approved quality and make non decorative type core of block board construction with internal frame of 1st class hard wood and well matched 3mm commercial ply veneering with vertical grains or cross bands including providing and fixing 4 nos. 125mm long in each leafs, and 3.5mm thick SS hinges complete as per specification. Rate including providing and fixing Stainless steel handle, Mortise lock with set, Tower bolt & Door stopper complete in all respect and including providing & fixing moulding at door chowkhat Of size 50mm x 25mm with ducco paint. (Make - Green Ply / Duro) Make of Hinge - Door Set (a) 38 mm thick including 4 mm thick veneer including melamine polishing in both side as per drawing and design.				
6.1.1	Door Size 2400x2210mm (Double leafs)	Nos.	1.00		
6.1.2	Door Size 2200x815mm (Single leaf)	Nos.	1.00		
7	Providing and fixing 4 nos. fancy tube light for Notice Board with fittings including wiring form electric board to tubelighting fittings complete as per instruction of Engineer in charge. Quoted rates is also include the costs of shifting of electric board.	Job	1.00		

8	Reinforced cement concrete work in beams, suspended floors, roofs having slope up to 15° landings, balconies, shelves, chajjas, lintels, bands, plain window sills, staircases and spiral stair cases up to floor five level, excluding the cost of centering, shuttering, finishing and reinforcement, with 1:2:4 (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size).	Sqm.	0.25		
9	Providing and fixing double scaffolding system (cup lock type) on the exterior side, up to seven story height made with 40mm dia. M.S. tube 1.5m centre to centre horizontal & vertical tubes joining with cup & lock system with M.S. tubes, M.S. tube challies, M.S. clamps and M.S. staircase system in the scaffolding for working platform etc. and maintaining it in a serviceable condition for the required duration as approved and removing it there after. The scaffolding system shall be stiffened with bracings, runners, connection with the building etc. wherever required for inspection of work at required locations with essential safety features for the workmen etc. complete as per directions and approval of Engineer-in-charge .The elevational area of the scaffolding shall be measured for payment purpose .The payment will be made once irrespective of duration of scaffolding.	Sqm.	3.00		
10	Disposal of building rubbish / malba / similar unserviceable, dismantled or waste materials by mechanical means, including loading, transporting, unloading to approved municipal dumping ground or as approved by Engineer-in-charge, beyond 50 m initial lead, for all leads including all lifts involved.	Cum	5.00		
<b>TOTAL:-</b>					

All the rates & amount should be quoted in words in figure.

Date :

Signature of the Bidder with date

Place :

( Name of the Firm/Agency and stamp )  
( with Address, Tel. No., Fax & Email )