

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:- Providing & fixing of Conference hall table in Antarmuk hall at National School of Drama, New Delhi.

1. Sealed Tenders are invited from eligible and reputed firms, for providing & fixing of Conference hall table in Antarmuk hall at NSD. 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 tender should be sealed by the bidder duly superscribed '**Tender for Providing & fixing of Conference hall table in Antarmukh hall at NSD**' The tender 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 **04.07.2016 till 11:00 a.m.** along with the Earnest Money Deposit of Rs. 10,000/- (Rupees Ten 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 tenders on **04.07.2016 till 11:30 a.m.** in the presence of such tenderers who wish to be present.
4. The Director, National School of Drama reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No tenderer shall have any cause of action or claim against the NSD for rejection of his tender.

A. ELIGIBILITY CONDITIONS FOR TECHNICAL BID.

1. 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.
2. The firm should have VAT registration & carried out the minimum one similar type of work above Rs. 5 lakhs in Government departments and should enclosed the necessary documents.

B. EARNEST MONEY DEPOSIT:-

1. Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand Only) shall be kept in the envelope.
2. No interest shall be paid by NSD on the EMD for the above said period.

C. EVALUATION OF TENDER:-

1. The tenders 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 tender.
2. In proforma at **Annexure-I**, 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.

D. COST OF TENDER AND SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-

- | | |
|--|------------------------------|
| i) Cost of Tender | : Rs. 500/- |
| ii) Time and last date of submission of tender documents | : 04.07.2016 till 11:00 a.m. |
| iii) Time and date of opening of tenders | : 04.07.2016 till 11:30 a.m. |

E. 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. 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 during execution of work.
4. 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. No liability shall accrue to NSD under any circumstances.
5. The tenderer should deploy his authorized representative for effective and proper supervision of the jobs under the contract.

6. The decision of the authorized officials of NSD regarding the satisfactory standard of work shall be final and binding on the Contractor.
7. The tenderer should ascertain the complete work to be undertaken by visiting the site before submission of tender.
8. The Contractor will be liable to comply any instructions/order given in written or verbal for better and efficient services.
9. The rates quoted should be inclusive of all materials, taxes, cartage, statutory deduction etc. and are F.O.R. site.
10. The work is urgent and has to be completed within one week of receipt of the work order. Any delay in work will attract penalty @2% per week till the work is completed.
11. The complete conference table will be brought in 3-4 parts and has to be assembled at site as per the site requirement, to the entire satisfaction of the NSD officials.
12. The complete provision has to be made for audio & electric wiring by the contractor, in consultation with the concerned electric and audio contractors including minor changes if required.

F. TERMINATION OF CONTRACT:-

In the event of work found unsatisfactory as per NSD requirement, the material will be rejected and the contract is liable to be terminated and EMD deposit will be forfeited. The decision of the NSD in this regard will be final.

G. 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.

H. 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.

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)

Schedule of Work

Name of Work:- Providing & fixing of Conference hall table in Antarmukh hall at NSD.

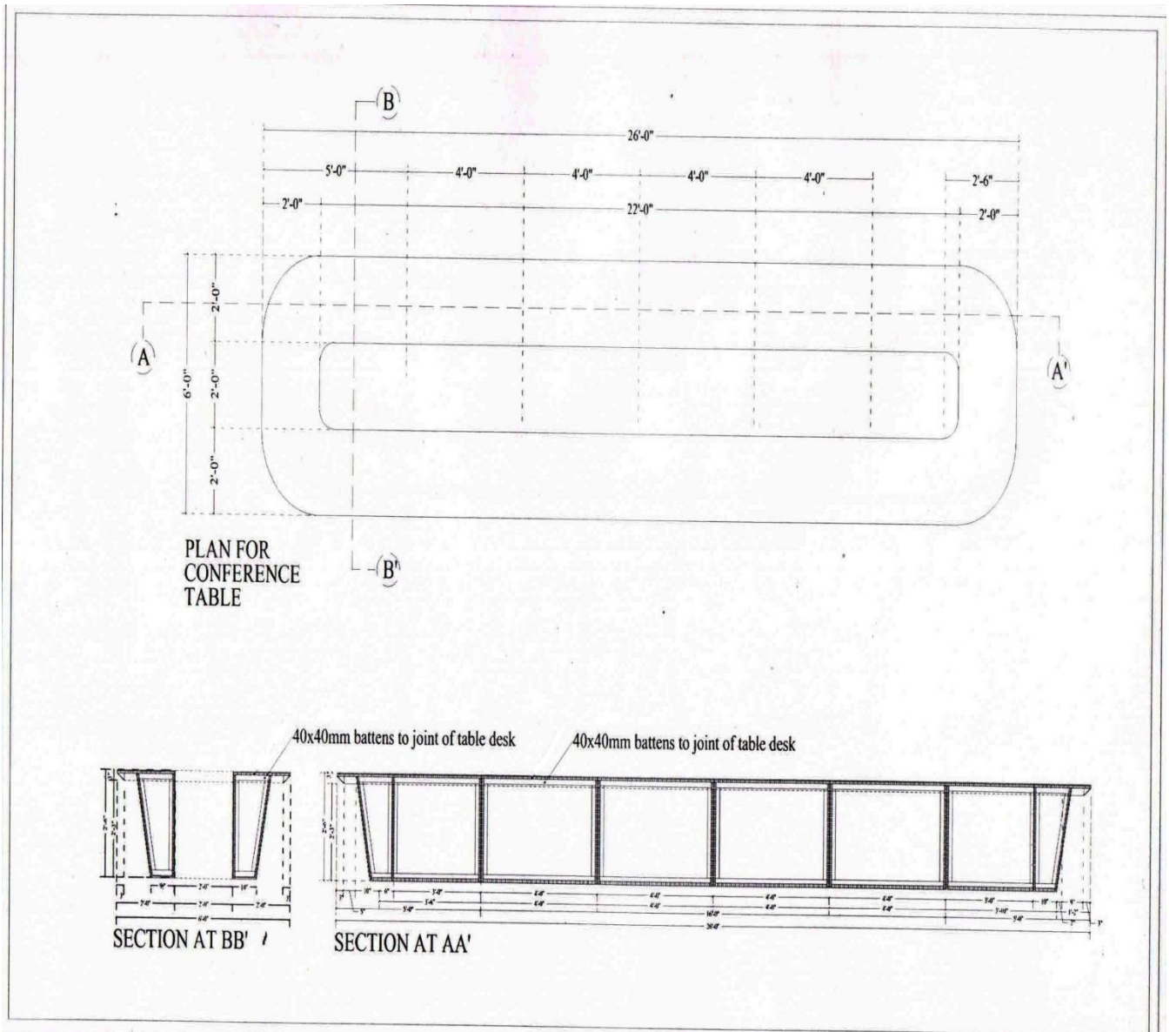
S. No.	Description	Unit	Amount
1	Providing & fixing Conference table of size 26ft. x 6ft. in round 'U' shape and centre gap of 2ft. Top made up of 25mm thick ISI mark commercial board with 1.5mm thick Merino make mica pressed and under structure of 18mm ISI mark commercial board along with both side pasted teak vineer, duly melamine polish. All edges are covered with half round steam beach wood molding duly melamine polish with proper provision of complete audio & electrical system in the table as per instruction of incharge The rates are inclusive of providing & fixing batten of 40x40mm at the joint of table desk. The drawing with specifications is enclosed as reference as per Annexure-II & III.	1 Job	
TOTAL (in words & figure)			

Signature of the Bidder with date

Date :

Place :

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



ANNEXURE-III

