

# **NATIONAL SCHOOL OF DRAMA**

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

## **TENDER DOCUMENT**

**Subject:- Renovation & extension of existing Bookshop at National School of Drama, New Delhi.**

1. Sealed Tenders are invited from eligible and reputed firms registered with CPWD, 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 tender should be duly sealed and superscribed '**Tender for Renovation & extension of existing Bookshop 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 **13.10.2016 till 1500 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 Committee constituted for the purpose will open the tender on **13.10.2016 at 1530 hours** in the presence of such tenderers who wish to be present.

### **A. EARNEST MONEY DEPOSIT:-**

1. Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand Only) shall be submitted along with tender.
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 tender 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 tender 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:-**

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 have done atleast one works for Rs. 3 Lakhs.
2. 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 a 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>13.10.2016 till 1500 hours</b> |
| iii) Time and date of opening of tenders                 | : <b>13.10.2016 at 1530 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. 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 or Regulations etc. by him/her, his/her agent or his/her staff.
3. 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.
4. 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. 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.
5. 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.
6. The services provided by Firm/Agency shall be to the entire satisfaction of NSD.
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. Any additional/extra items required to be executed for the above work may kindly be intimated in advance before the execution of the same.

**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 six 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)**

**Name of Work: - Renovation & extension of existing Bookshop at National School of Drama, New Delhi.**

S. No.	Description	Unit	Quantity	Rate	Amount
1	Demolishing/Dismantling of Existing partition wall including chipping of existing surface up to 50mm thick and dismantling of existing false ceiling, dismantling of existing window and stacking of serviceable material and disposal of unserviceable material outside premises metres lead as per direction of Engineer-in-charge.	Job	1.00		
2	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		
3	Repairs to plaster of thickness 12 mm to 20 mm on walls including removing and raking out old plaster, joints and preparing and plastering the surface of the walls complete, including disposal of rubbish to the dumping ground within 50 metres lead :				
3.1	With cement mortar 1:4 (1cement: 4 coarse sand)	Sqm.	50.00		
4	Providing and laying Ceramic glazed floor tiles of size 300x300 mm (thickness to be specified by the manufacturer), of 1st quality conforming to IS : 15622, of approved make, in existing colours, shades, laid on 20 mm thick bed of cement mortar 1:4 (1 Cement : 4 Coarse sand), including pointing the joints with white cement and matching pigments etc., complete. <b>Note: Tiles to be fixed up to 1.00 mtr. height in wall as per existing pattern.</b>	Sqm.	32.00		
5	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade :				
5.1	Two or more coats on new work over an under coat of suitable shade with ordinary paint of approved brand and manufacture	Sqm.	50.00		
6	Painting with aluminium paint of approved brand and manufacture to give an even shade.				
6.1	Two or more coats on new work	Sqm.	6.00		
7	Providing and fixing false ceiling at all height in existing wooden frame with necessary accessories like screw and making groove with wooden beading as per existing look, nails etc. including all arrangement and rectification work and two coats of primer suitable for board, all as per manufacture's specification and also including the cost of making openings for light fittings, grills, diffusers, cutouts made with frame of perimeter channels suitably fixed, all complete as per drawings, specification and direction of the Engineer in Charge but excluding the cost of painting with :				
7.1	12.5 mm thick tapered edge gypsum fire resistant board conforming to IS: 2095- Part I. (Note: Work to be done as per existing wall patterns.)	Sqm	16.00		
8	Providing wood work in frames of (False Ceiling) doors, windows, clerestory windows and other frames, wrought framed and fixed in position with hold fast lugs or with dash fasteners of required dia & length ( hold fast lugs or dash fastener shall be paid for separately).				

8.1	Second class teak wood	Cum	0.30		
9	Anti-termite treatment for wood work	Sqm.	16.00		
10	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately) :				
10.1	For fixed portion				
10.1.1	Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)	Kg.	15.00		
10.2	For shutters of doors, windows & ventilators including providing and fixing hinges/ pivots and making provision for fixing of fittings wherever required including the cost of EPDM rubber / neoprene gasket required (Fittings shall be paid for separately)				
10.2.1	Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15)	Kg.	10.00		
11	Providing and fixing anodised aluminium grill (anodised transparent or dyed to required shade according to IS: 1868 with minimum anodic coating of grade AC 15) of approved design/pattern, with approved standard section and fixed to the existing window frame with C.P. brass/ stainless steel screws @ 200 mm centre to centre, including cutting the grill to proper opening size for fixing and operation of handles and fixing approved anodised aluminium standard section around the opening, all complete as per requirement and direction of Engineer-in-charge. (Only weight of grill to be measured for payment).	Kg.	3.50		
12	Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge. (Cost of aluminium snap beading shall be paid in basic item):				
12.1	With float glass panes of 5.50 mm thickness	sqm	1.00		
13	Providing and fixing aluminium tower bolts, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868 ) transparent or dyed to required colour or shade, with necessary screws etc. complete :				
13.1	200x10 mm	Kg.	4.00		
14	Providing and fixing aluminium handles, ISI marked, anodised (anodic coating not less than grade AC 10 as per IS : 1868) transparent or dyed to required colour or shade, with necessary screws etc. complete :				
14.1	100 mm	Kg.	2.00		

15	Providing and fixing vertical blinds 100mm Regular quality of MAC or equivalent make made from 100% polyester yarn coated with fade resistant polymer to ensure complete opaquely with zero light transmittance having suitable coating on exterior, including all fixtures and fittings complete in all respect as per design and instructions of the engineer-incharge.	Sqm	1.50		
<b>16</b>	<b>Electrical work:</b>				
16.1	Providing and fixing 6 Nos. ceiling light of 600 X 600mm framing with 4 tube light in each frame and 6 nos round shape lighting system as per existing ceiling light, providing and fixing 2 nos. ceiling fans of approved brand and make, Providing and fixing 18 Nos. of 10/20Amp. Modular Switche including connection complete. (Make: Roma/Kona), Providing and fixing 8 Nos. of 10/20Amp. Modular Socket including connection complete as required at site as per Engineer Incharge., Suppying and drawing 150 Mtr. of 1.52/sq.mm copper wire with 20/25 mm dia PVC conduit ISI marked (Make: Kallinga Premium/Havels/Polycab) including connection complete, Providing and fixing of AC Point with double pole MCB and Providing and fixing 4 Nos. 3/6/9/12 Module Moular Plate & Box including connection complete as required at site as per Engineer Incharge (Make: Roma/Kona) Work to be complete in all respect as per instruction of Engineer-in-charge.	Job	1.00		
17	Providing and fixing barricating with 1mm thick MS Sheet on temporary basis up to ceiling height made with 40 mm dia M.S. tube 1.5 m centre to centre, horizontal & vertical tubes joining with cup & lock system with M.S. tubes 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 Barricating 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 Engineerin-charge .The elevational area of the Barricating shall be measured for payment purpose .The payment will be made once irrespective of duration of scaffolding.	Sqm.	13.50		
18	Half brick masonry with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in foundations and plinth in.				
18.1	Cement mortar 1:4 (1 cement : 4 coarse sand)	Sqm.	1.00		
	<b>Note: Contractor must visit the site before quoting the rates.</b>				
<b>TOTAL:-</b>					

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

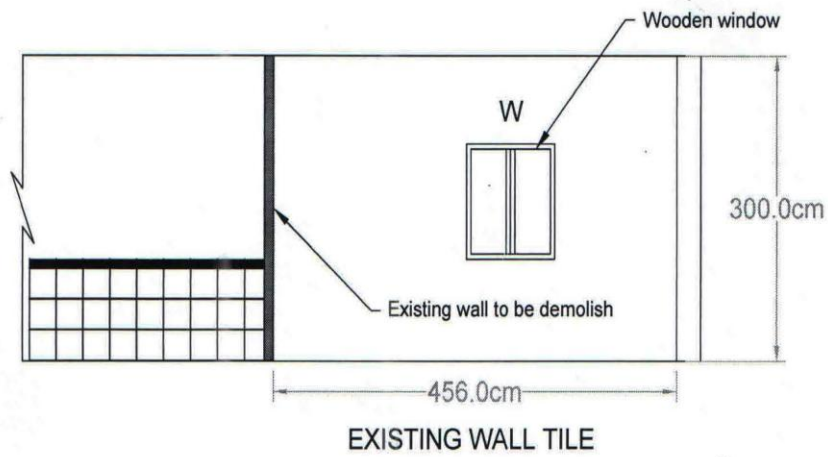
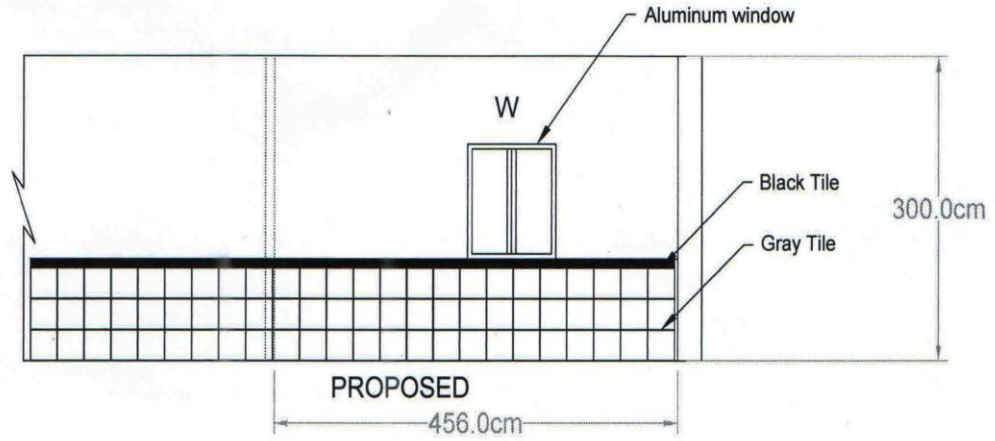
**Signature of the Bidder with date**

**Date :**

**Place :**

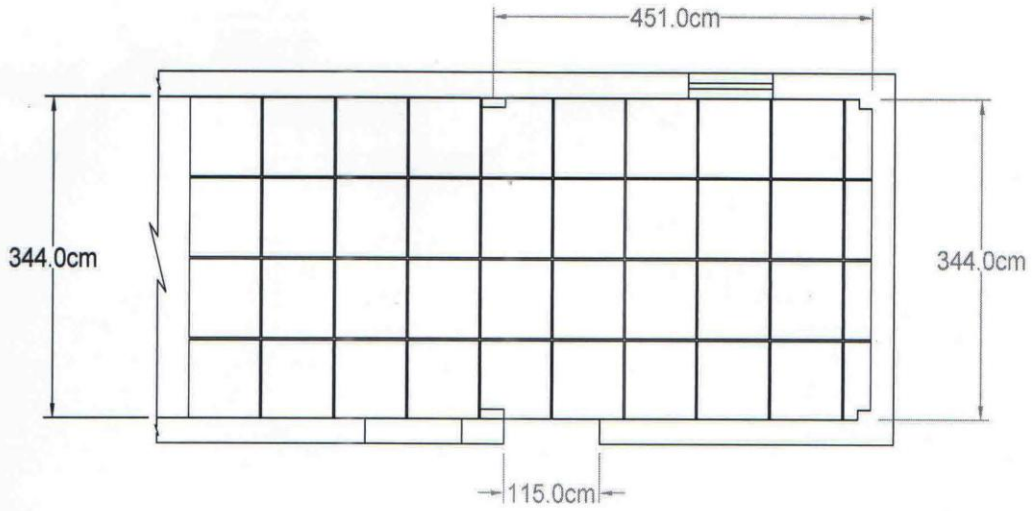
**( Name of the Firm/Agency and stamp )  
( with Address, Tel. No., Fax & Email )**

### Book Shop Proposed & Existing window wall Plan

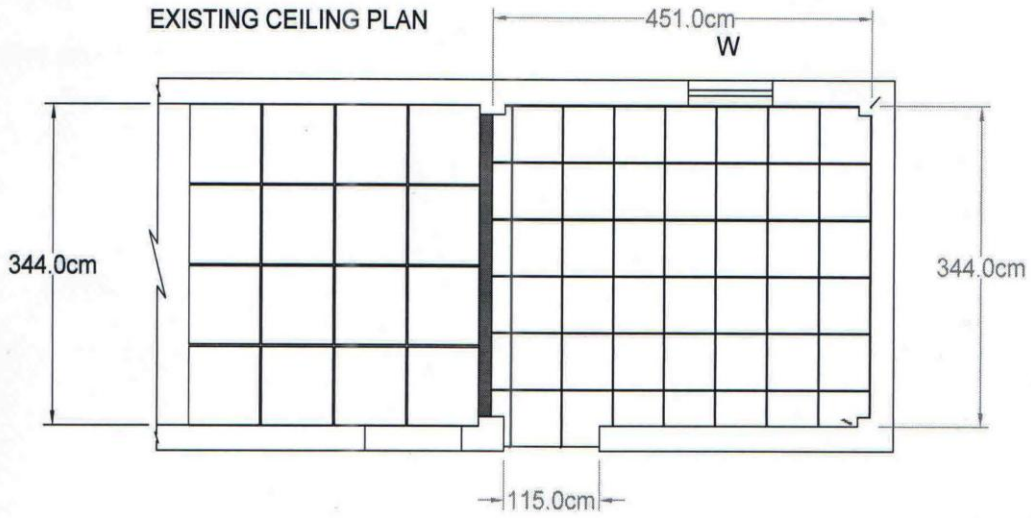


Title :	Renovation of Bookshop at NSD
Drawing By	PACESETTERS
Checked By	
Approved By	
Date	Jan 22 / 2016
Revised	
Drawing No:	C-2/16

### Book Shop Proposed & Existing Ceiling Plan W

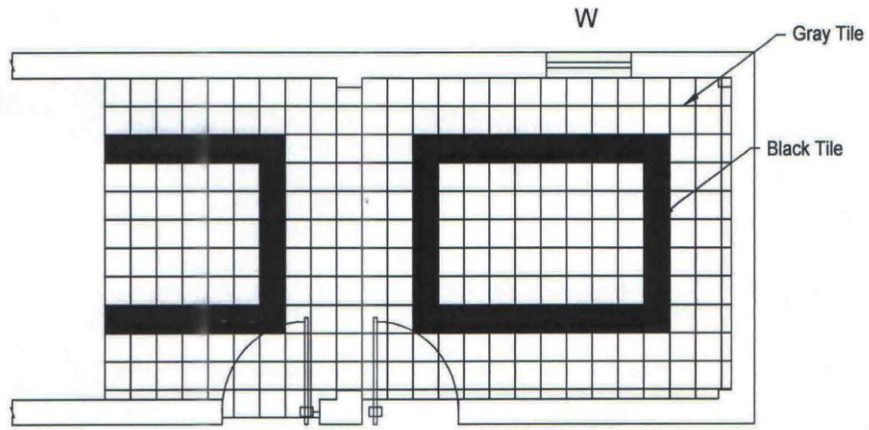


### EXISTING CEILING PLAN



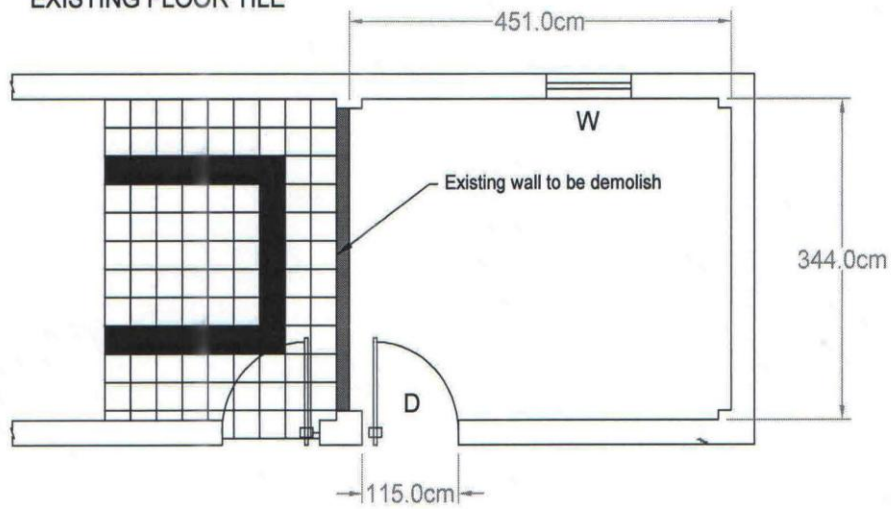
Title :	Renovation of Bookshop at NSD
Drawing By	PACESETTERS
Checked By	
Approved By	
Date	Jan 22 / 2016
Revised	
Drawing No:	A-2 /16

### Book Shop Proposed & Existing Floor Plan



PROPOSED

### EXISTING FLOOR TILE



Title :	Renovation of Bookshop at NSD
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Checked By	
Approved By	
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Revised	
Drawing No:	B-2 /16