

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:- Providing & fixing awning shed on main entrance reception rooms at National School of Drama, New Delhi.

1. Sealed Tenders are invited from eligible and reputed only Delhi based agencies for providing & fixing awning shed on main entrance reception rooms at National School of Drama, New Delhi. Agencies shall have relevant experience with one similar work of rupees two lakhs in Government Department.
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 fee 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 submission.
3. The bids are invited into two parts, i.e., **Qualifying/Technical Bid and Financial Bid**. The Qualifying/Technical Bid is consisting of all technical details along with commercial terms and conditions as per the proforma at **Annexure-I**. The financial bid 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 Providing & fixing awning shed on main entrance reception rooms 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 **15.12.2016 till 1500 hours** along with the Earnest Money Deposit of Rs. 2,000/- (Rupees Two 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 **15.12.2016 till 1530 hours** in the presence of such tenderers who wish to be present.
5. 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.
6. 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. Bidder is required to forward their documents as required in Technical bid Annexure-I i.e. VAT, PAN, details of EMD, tender cost & experience duly self-certified, stamped. All the documents should be in the name of the firm submitting the tender.
2. All the document should be page numbered self certified, signed and stamped. Bid is liable to be rejected without assigning any reason, in case of invalid, incomplete, ineligible, irrelevant documents. Original documents can be seen for verification, if required.
3. 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 without which tender will be not be considered.

B. EARNEST MONEY DEPOSIT:-

1. Earnest Money Deposit of Rs. 2,000/- (Rupees Two 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.

C. 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. 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.

D. PERFORMANCE SECURITY:-

1. The successful bidders will have to submit performance security to ensure due performance of Contract to an amount of Rs. 10,000/- (Rupees Ten 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 | : 15.12.2016 till 1500 hours |
| iii) Time and date of opening of tenders | : 15.12.2016 at 1530 hours |

F. COMPLETION TIME:-

The work to be completed within two months from the 7th 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. 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.
3. 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.
4. 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.
5. The services provided by Firm/Agency shall be to the entire satisfaction of NSD.
6. The tenderer should ascertain the complete work to be undertaken by visiting the site before submission of tender.
7. The Contractor will be liable to comply any instructions/order given in written or verbal for better and efficient services.

8. 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.

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, SIGNED & STAMPED:-

DETAILS

1. Name of the Registered Firm/Agency :
2. Address of the Firm/Agency :
(with Tel no., Fax & Email)
3. Name & Address of the Proprietor/
Partners/Directors (with mobile no.) :
4. Contact Person(s) (with mobile no.) :
5. PAN No. :
6. VAT Registration No. :
7. Details of Tender Cost :
8. Details of EMD :
9. Details of the experience with Govt. departments only. The firm should have carried out the minimum one similar type of work of Rs. 2 lakhs in Government departments and should enclosed the necessary documents.
10. Declaration certificate attached to be stamped & signed.

(Signature of Authorized Signatory with date)

Date : _____

Place: _____

Name of the Firm/Agency & stamp

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: - Providing & fixing awning at National School of Drama, New Delhi.

Sr. No	Description	Qty.
1.	Providing and Fixing Movable hut awning with retractable double terrace awning with heavy duty aluminum tension structural members (arms) along with main support pipe of 70mm ODx 16 gauge of mild steel duly painted, covered with tuftop PVC nylon fabric of thickness 0.40mm and weighing approximately 570 gms/sqm with tolerance of +/- 5% as per approved sample supported by MS pillars of 75mm OD, MS channels of 75mm width, MS tubes with heavy duty castors with braking arrangement complete as per direction of Engineer-in-charge.	170.00 Sq.Ft

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 BID

Name of work: - Providing & fixing awning at National School of Drama, New Delhi.

Sr. No	Description	Qty.	Rate	Amount
1.	Providing and Fixing Movable hut awning with retractable double terrace awning with heavy duty aluminum tension structural members (arms) along with main support pipe of 70mm ODx 16 gauge of mild steel duly painted, covered with tuftop PVC nylon fabric of thickness 0.40mm and weighing approximately 570 gms/sqm with tolerance of +/- 5% as per approved sample supported by MS pillars of 75mm OD, MS channels of 75mm width, MS tubes with heavy duty castors with braking arrangement complete as per direction of Engineer-in-charge.	170.00 Sq.Ft		
Note: Contractor must visit the site before quoting the rates.				
TOTAL:-				

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)**

