

NATIONAL SCHOOL OF DRAMA

NOTICE INVITING APPLICATION

FOR

**EMPANELMENT OF CONTRACTOR FOR CIVIL, SANITARY,
PLUMBING, INTERIOR FURNISHING WORKS ETC.**

DATE OF SUBMISSION: - 30.01.2017 upto 1500 hrs.

TO BE SUBMITTED TO:

**The Director,
National School of Drama,
Bahawalpur House,
1, Bhagwandas Road,
New Delhi-110001**

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NATIONAL SCHOOL OF DRAMA

**Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001
(An Autonomous Institution of the Ministry of Culture, Govt. of India)**

National School of Drama (NSD) invites applications for empanelment of contractors from the firms who are registered with CPWD/Sate PWD/MES/Railways/MSEDCL, Semi Govt. Organisations and other Autonomous bodies under Government of India worked with NSD for last five years as contractors for undertaking various civil, sanitary, plumbing, interior furnishing works etc. at National School of Drama, New Delhi.

The contractors shall apply for empanelment in prescribed format, which can be downloaded from the NSD website www.nsd.gov.in

The applications are to be submitted along with demand draft of Rs. 2,000/- towards the cost of application form in favour of “Director, National School of Drama”.

Last date of receipt of complete empanelment document is upto 1500 hrs. on 30.01.2017.

Director, NSD reserves the right to accept or reject, any or all the offers submitted in response to this advertisement without assigning any reasons thereof.

NATIONAL SCHOOL OF DRAMA

**Bahawalpur House, 1, Bhagwandas Road,
New Delhi-110001**

(An Autonomous Institution of the Ministry of Culture, Govt. of India)

EMPANELMENT OF CONTRACTORS FOR MISCELLANEOUS CIVIL, SANITARY, PLUMBING, AIR-CONDITIONING, INTERIOR FURNISHING WORKS ETC.

1. NOTICE INVITING APPLICATION FOR EMPANELMENT

National School of Drama (NSD), is an autonomous Institute working under the purview of Ministry of Culture, Govt. of India, situated at Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001.

National School of Drama (NSD) invites applications for empanelment of contractors from the firms who are registered with CPWD/Sate PWD/MES/Railways/MSEDCL, Semi Govt. Organisations and other Autonomous bodies under Government of India as contractors, NSD working contractors for undertaking various civil works at National School of Drama, New Delhi.

1.1 SCOPE OF THE WORK:

The empanelled contractors have to carry out all miscellaneous civil related works viz. cement concreting, brick / stone masonry, plastering, flooring, paving, alluminium works, MS fabrication works, waterproofing, painting, polishing, furnishing, furniture, electrical etc. costing upto Rs. 5.00 Lac, at NSD campus, on selection.

For the works costing more than Rs. 5.00 Lac, an open tender will be called and for such tenders, the Empanelled contractors under this process meeting the stipulated criteria of tender can also participate.

1.2 ELIGIBILITY CRITERIA:

Prospective agencies will be required to fulfill following criteria for participating in the tendering process.

- a) The Firm / Contractor shall be registered with Government / Semi Government organization like CPWD/Sate PWD/MES/Railways/MSEDCL, Semi Govt. Organisations and other Autonomous bodies under Government of India as contractor. The party already working with NSD with similar type of work for last five years.

- b) The Firm / Contractor should be registered with Income Tax and Service Tax, audited balance sheet with Profit & Loss statement for last three years, Bank Solvency certificate for Rs. Five Lakhs as per Govt. rules & regulations.
- c) The Firm / Contractor should have average annual turnover (gross) for the last three years of Rs. 10,00,000/- (Rs. Ten Lakh Only) and should not have incurred any loss in more than two years during the immediate last 3 consecutive financial years ending on 31.03.2016.
- d) The contractor should have carried out similar type of works during last five years as below:-
 - i. Three CIVIL related works costing not less than 1,50,000/- or
 - ii. Two CIVIL related works costing not less than 2,00,000/- or
 - iii. One CIVIL related work costing not less than 3,00,000/-

1.3 ISSUE OF APPLICATION FORM:

The application form for empanelment shall be downloaded from the NSD website www.nsd.gov.in The Demand Draft of Rs. 2,000/- drawn in the name of “Director, National School of Drama”, towards the cost of application form should be enclosed alongwith the submission.

1.4 SUBMISSION OF APPLICATION:

The completed empanelment document shall be submitted to **The Director, National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001**, on or **before 1500 hrs on 30.01.2017**.

Director, NSD reserves the right to accept the offer in full or in parts or reject summarily or partly without assigning any reason(s) thereof.

2. TERMS AND CONDITIONS

- 2.1 Application form for empanelment shall be submitted in a sealed envelope super scribing thereon 'Application for Empanelment Contractors' for miscellaneous civil, electrical & other works.
- 2.2 The application shall be submitted strictly in the prescribed format alongwith supporting documents.
- 2.3 The application shall be signed by the authorized person/s on behalf of the applicant organization by enclosing an Authority Letter / Power of Attorney.
- 2.4 If the space in the application is insufficient for furnishing full details, the applicant may give the details on a separate sheet.
- 2.5 Application containing false and / or incomplete information is liable for rejection.
- 2.6 If any information or details furnished by applicants are found to be false at any time in future, the empanelment of such applicant will be cancelled immediately.
- 2.7 The Bidder should sign each page of the application.
- 2.8 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting.
- 2.9 NSD may approach / visit the contractor's clients to verify contractor's general reputation / competence.
- 2.10 Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished alongwith the application form. With regard to the completed works, copies of the work order and completion certificate shall be submitted.
- 2.11 The applicant has to submit the Client's Certificate, from at least two of their clients mentioned in the list of work executed.
- 2.12 Decision of the Director, NSD in selection of contractors will be final and binding and no further correspondence will be entertained. Contractors empanelled will be informed by post.
- 2.13 The enlistment of a contractor at NSD shall only entitle him to be considered for issue of tender paper. It shall not confer any right on him either to be necessarily issued the tender papers or for award of work.
- 2.14 Generally, the routine works at NSD will be awarded by calling competitive quotations / tenders from the empanelled contractors.

- 2.15 NSD reserves the right to call open tenders in which agencies not empanelled in this process but meeting the qualification criteria for the tender can participate. For such tenders, the Empanelled contractors under this process meeting the stipulated criteria of tender can also participate.
- 2.16 The empanelment shall be valid for a minimum period of 2 year and can be extended further.
- 2.17 The contractors who would be empanelled are required to deposit Rs. 10,000/- as security deposit. Such deposit does not carry any interest and it will remain with the Institute till the validity period of the empanelment.
- 2.18 The empanelled firm is required to keep updated the Institute about the change of address, change of the Management etc. from time to time.
- 2.19 The applicant should ensure that the application is delivered at the given address within prescribed date and time as mentioned in the advertisement.
- 2.20 NSD may remove the name of the firms from the empanelled list if the contracting firm,
- Has, on more than one occasion failed to execute a contract or has executed it unsatisfactorily or
 - is proved to be responsible for construction defects in two or more works; or
 - persistently violates any important conditions of the contract; or
 - does not start the work after the same is awarded to him on three occasions.
 - submitting bills for the incomplete works / for the works not carried out by them.
- 2.21 All the document should be self attested with company seal. The original can be seen on demand for verification.
- 2.22 The contractors carrying out the electrical works should have valid electrical license and will be responsible for any mishappening cause due to work got done by the contractor.
- 2.23 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.
- 2.24 The services provided by Firm/Agency shall be to the entire satisfaction of NSD.
- 2.25 The tenderer should ascertain the complete work to be undertaken by visiting the site before submission of tender.

- 2.26 Any additional/extra items required to be executed for the above work may kindly be intimated in advance before the execution of the same and coordinate with Estate Manager during execution of work for any change.
- 2.27 The work shall be carried out as per tender. Where specifications are silent, the decision of Estate In-Charge shall be final and binding on contractor.
- 2.28 Any damage done by the contractor to any existing item / any part of the building during the course of execution of work shall be made good by at his own cost.
- 2.29 Only articles classified as “First quality” by the manufacturer shall be used unless otherwise specified as approved by Estate In-charge.
- 2.30 The contractor shall be fully responsible for the safe custody of the material brought at site by him for doing the work and NSD will not be responsible whatever the reasons may be thereof.
- 2.31 The Malba / Garbage generated at site due to construction activities shall be removed from the site immediately & shall be disposed off by the contractor to the approved dumping site of MCD.
- 2.32 Statutory deductions will be made as applicable from the bills of contractor.
- 2.33 The Director, NSD reserves the right to accept or reject, any or all the offers submitted in response to this advertisement, squash the empanelment or curtail the validity period without assigning any reasons thereof.

3. APPLICATION FOR ENLISTMENT AS CONTRACTOR

Sr. No.	Particulars	Details
1	Name of the Contracting Firm	
2	Postal Address	
3	Contact Details, Telephone, Email address	
4	Year of Establishment	
5	Nature of Company Proprietorship/Partnership/ Private Ltd. etc.	
6	Name of the Director/Partners/Proprietor	To be filled in Annexure – 1
7	Registration with Tax Authorities	To be filled in Annexure - 2
8	Registration with Govt. Organisation / Statutory bodies such as CPWD / PWD / MES etc. or experience with NSD for similar works for last 5 years	To be filled in Annexure - 2
9	Bank Solvency certificate for Rs. 5 lakhs, not older than six months of issue of certificate	
10	List of major projects executed during the last 5 years by the applicant	To be filled in Annexure - 3
11	List of major projects under execution by the applicant	To be filled in Annexure - 4

12	List of Key Personnel	To be filled in Annexure – 5
13	List of Major Equipment / Machinery Owned	To be filled in Annexure – 6
14	Audited Balance Sheet with profit & loss statement for last 3 years	To be filled in Annexure - 7
15	Give details if at present involved in similar type of contracts	
16	Details of litigation involved during execution of contract in the past 5 years	
17	Details of civil suit, if any, that arose during execution of contract in the past 5 years	
18	Satisfactory performance certificates from clients	
19	Declaration	As per proforma given in Annexure – 8 (On Applicant's Letter Head)

Signature

Name

Seal of the Firm

ANNEXURE-1

DETAILS OF DIRECTOR / PARTNER / PROPRIETOR

Sr. No.	Name	Designation	Qualification	Key Experience

DETAILS OF REGISTRATION

Sr. No.	Name of Organization / Department	Registration No.	Date & year of Registration	Valid Upto
1	Registrar of Companies / Firms for Constitution			
2	Income Tax Department (Mention PAN No.)			
3	Service Tax Department			
4	TIN / VAT Registration			
5	CPWD			
6	PWD			
7	MES			
8	Railways/MSEDCL etc.			
9	The parties working with NSD for last five years similar type of works. Work order copies may be enclosed.			

PARTICULARS IN RESPECT OF WORK EXECUTED

Sr. No.	Name of the work	Name & Address of the Owner	Value of work executed	Stipulated time of Completion	Actual time of Completion	Month & Year of Completion

PARTICULARS IN RESPECT OF WORK IN HAND

Sr. No.	Name of the work	Name & Address of the Owner	Value of work	Stipulated time of Completion	Present stage of work

FINANCIAL STATEMENT

Sr. No.	Financial Year	Turnover of the Firm (in Rs.)	Profit / Loss (in Rs.)
1	2013-14		
2	2014-15		
3	2015-16		

DECLARATION

I / We (including all partners) certify that I / We have read and understood the instructions and the Terms & conditions mentioned in the application form and shall abide them.

I / We certify that the information given in the application is true to the best of my knowledge and belief. I / We also understood that if any of the information is found wrong, I am / We are liable to be debarred.

I / We agree that the decision of the Director, NSD in selection of contractors will be final and binding to me / us.

I / We agree that I / We have no objection if enquiries are made to our clients to verify the facts submitted by us.

Signature

Name

Seal of the Firm

LIST OF DOCUMENTS TO BE SUBMITTED

1. Duly filled Application form along with **Annexures – 1 to 8.**
2. Profile of the Firm.
3. Details of Constitution of the firm and it's registration certificate.
4. Power of Attorney / Letter of Authorization for authorized signatory.
5. Audited balance sheet with profit & loss statement in support of **Annexure – 7.**
6. Copy of registration certificates in support of **Annexure – 2.**
7. Demand draft of Rs. 2,000/- in favour of “Director, National School of Drama”.
8. Copies of Work order, completion certificate etc. in support of **Annexure – 3 & 4.**
9. Bank solvency certificate for Rs. 5.00 lakhs.
10. Work orders of NSD for last five years.