

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:- Refilling of fire extinguishers at National School of Drama, New Delhi.

1. Sealed Tenders are invited from eligible and reputed firms for **Refilling of fire extinguishers** 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 Refilling of fire extinguishers 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 **22.05.2017 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 **22.05.2017 at 1530 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. 2,000/- (Rupees Two 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 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 item wise 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. In complete financial bid will be summarily rejected.
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

Bidder is required to forward the following documents for qualifying duly self-certified, as true copy with company stamp failing which the tender will be summarily rejected

1. PAN No.
 2. Details of Tender Cost.
 3. Details of EMD.
 4. Service Tax Registration No.
 5. Certificate of declaration enclosed.
 6. The firm/agency should have similar experience in other government organizations and must provide the current experience certificate of completion of work satisfactorily from the Department where they have done atleast two works for rupees fifty thousand each failing which the tender will be outright rejected.
- C (i)** 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.

- C (ii) 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.

D. 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 | : 22.05.2017 till 1500 hours |
| iii) Time and date of opening of tenders | : 22.05.2017 at 1530 hours |

E. COMPLETION TIME:-

The work to be completed within 15 days from the 7th day of award of work order.

F. 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.

G. 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 of 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.
10. All the fire extinguishers refilled by the firm will be randomly checked by the NSD, in case of failure of any fire extinguisher during the testing, no payment will be released for the fire extinguishers refilled by the party and decision of NSD will be final.

H. 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.

I. 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.

J. 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.

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ANNEXURE – I

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

TECHNICAL BID

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ANNEXURE-I

QUALIFYING /TECHNICAL BID

Technical Bid to be kept duly signed in Envelope-1

BIDDER IS REQUIRED TO FORWARD THE FOLLOWING DOCUMENTS FOR QUALIFYING DULY SELF-CERTIFIED, AS TRUE COPY WITH COMPANY STAMP FAILING WHICH THE TENDER WILL BE SUMMARILY REJECTED :-

1. Name & address of the Firm/Agency :
(with Tel no., Fax & Email)
2. PAN No. :
3. Details of Tender Cost :
4. Details of EMD :
5. Service Tax Registration No :
6. Certificate of declaration enclosed :
7. The firm/agency should have similar experience in other government organizations and must provide the current experience certificate of completion of work satisfactorily from the Department where they have done atleast two works for rupees fifty thousand each failing which the tender will be outright rejected.

Signature of the Bidder with date

Date :

Place :

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

DECLARATION

The agency has to give declaration on the company letterhead duly stamped & signed certifying that:-

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.

I also hereby undertake that all the fire extinguishers refilled by the firm can be checked by the NSD and in case of failure of any fire extinguisher during testing, no payment will be released for the fire extinguishers refilled by us and decision of NSD will be final.

Signature of the Bidder with date

Date: _____

(Name of the Firm/Agency and stamp)

Place: _____

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ANNEXURE – II

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

FINANCIAL BID

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ANNEXURE – II

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

FINANCIAL BID

Name of Work: - Refilling of fire extinguisher at NSD.

S. No	Type of fire Extinguisher	Qty.	Unit	Rate	Amt.
1	CO ₂ 4.5 kg.	44 nos.	Each		
2	ABC 5.0 kg.	70 nos.	Each		
	Total (including all taxes & Cartage charges)	114 nos.			

Rates for extra spare parts (including all taxes & Cartage charges)				
S.No.	Particulars	Unit	Rate	Amt.
1	Supply of F.E. Clamps	Each		
2	Supply of hose pipe for ABC F.E.	Each		
3	Supply of gauge for ABC F.E.	Each		
4	Supply of Valve ABC F.E.	Each		
5	Supply of hose pipe for Co2	Each		
6	Safety Pin	Each		
7	Instruction Sticker	Each		

All the rates should be including all taxes & cartage charges. 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)**