

**NATIONAL SCHOOL OF DRAMA**  
(AN AUTONOMOUS INSTITUTION OF THE MINISTRY OF CULTURE, GOVT. OF INDIA)  
Bahawalpur House, Bhagwandas Road, New Delhi-110001  
**NEW DELHI**

**SHORT TERM TENDER NOTICE**

National School of Drama, invites sealed tenders from reputed agencies for Closing Ceremony of 8<sup>th</sup> Theatre Olympics 2018, scheduled to be held on 08.04.2018 in Mumbai, for hiring of services/execution of :

- |   |               |
|---|---------------|
| 1. Execution of ambience and set as per design. | Annexure II   |
| 2. Sound Equipments                             | Annexure III  |
| 3. Light Equipments                             | Annexure IV   |
| 4. Hiring of tent material and stage            | Annexure V    |
| 5. Overall coordination                         | Annexure VI   |
| 6. Documentation and live streaming             | Annexure VII  |
| 7. Technical Coordination                       | Annexure VIII |
| 8. Rest/other requirements.                     | Annexure IX   |

The design of the venue and Tender Document may be downloaded from our website: [www.nsd.gov.in](http://www.nsd.gov.in).

Interested Agencies may submit their sealed tenders in two bid systems, i.e Technical Bid and Financial Bid as per Terms and Conditions of the Tender document. The filled-in Tender form of each item with Tender fee of Rs. 500/- & Earnest Money of Rs. 20000/- both by Demand Draft in favour of Director, National School of Drama, New Delhi, should reach to the Office of NSD till 31<sup>st</sup> March, 2018 (2 PM) clearly super scribed "Tender for Execution of,..... for Closing Ceremony in Mumbai".

The Director, NSD, reserves the right to accept/reject any or all the tender without assigning any reason.

**Registrar**

**NATIONAL SCHOOL OF DRAMA**  
(AN AUTONOMOUS INSTITUTION OF THE MINISTRY OF CULTURE, GOVT. OF  
INDIA)  
Bahawalpur House, Bhagwandas Road, New Delhi-110001

**TENDER DOCUMENT**

Director, National School of Drama, Bahawalpur House Bhagwandas Road New Delhi 110001 invites sealed tenders from reputed agencies for Closing Ceremony of 8<sup>th</sup> Theatre Olympics 2018, scheduled to be held on 8.04.2018 in Mumbai for hiring of services/execution of :

1. Execution of ambience and set as per design.
2. Light Equipments
3. Sound Equipments
4. Overall coordination
5. Technical coordination
6. Documentation and live streaming
7. Hiring of tent material and stage
8. Rest/other requirements.

The design of the venue and Tender Document may be downloaded from our website:  
[www.nsd.gov.in](http://www.nsd.gov.in).

Interested Agencies may submit their sealed tenders for one or more items as per their nature of business in two bid systems, i.e Technical Bid in Annexure – I and Financial Bid in Annexure – II to IX of the Tender documents. The filled-in each Tender form (Technical Bid & Financial Bid) along with Tender fee of Rs. 500/- & Earnest Money of Rs. 20000/- (both by Demand Draft in favour of Director, National School of Drama, New Delhi), should reach to the Office of NSD till 31<sup>st</sup> March, 2018 (2.00 PM) clearly super scribed “**Tender for Services/Execution of .....(Annexure....), for Closing Ceremony in Mumbai**”.

The Director, NSD, reserves the right to accept/reject any or all the tender without assigning any reason.

**1. Pre-qualifications for tenderers for technical evaluation**

**Bidders are required to submit the following information/documents as per Annexure I:**

- (i) Copy of PAN No. of the firm.
- (ii) Copy of GST registration No.
- (iii) Copies of Income Tax Returns for last two years.

- (iv) Annual turnover for the last two years 2015-16.& 2016-17 (Minimum Rs. 20 Lacs).
- (v) Minimum two years experience (at least copy of one work order of the more than ten lacs, to be attached).

## **2. Cost of Tender and schedule of submission of tender documents**

- i) Cost of Tender : Rs.500/-
- ii) Time and last date of receipt of tender documents : 31.03.2018 upto 2.00 PM
- iii) Date & Time of opening of technical bid : 31.03.2018, 3.00 PM
- iv) The offer in the prescribed format should be addressed to the Registrar, National School of Drama. This is a two-bid system. The first envelope containing the Technical Bid shall be sealed and superscribed ‘**Technical Bid for Execution of .....(Annexure....), for Closing Ceremony in Mumbai**’, and shall also contain the Bank draft for the Tender Fee & Earnest Money Deposit. The second envelope containing the Financial Bid shall be sealed and superscribed ‘**Financial Bid for Execution of .....(Annexure....), for Closing Ceremony in Mumbai**’ Both these envelopes shall be put into a third envelope which shall be sealed and superscribed ‘‘**Tender for Execution of .....(Annexure....), for Closing Ceremony in Mumbai**’, and addressed to the **Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi 110 001.**
- v) Those who do not meet the requirements of the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened. However, the National School of Drama reserves the right to accept or reject any tender without assigning any reasons.
- vi) In the Financial Bid, the prices to be quoted shall include the cost of material/labour/other handling charges/transportation, etc., except GST. GST will be paid extra as applicable.
- vii) The financial Bid should be submitted as per design and specification of each item.

## **3. Earnest Money Deposit**

- i) Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees twenty thousand only) shall be submitted along with the offer, in the envelope containing the Technical Bid. The EMD shall be in the form of Bank draft drawn in favour of ‘Director, National School of Drama’, payable at New Delhi. Any tender not accompanied by the EMD shall be summarily rejected.
- ii) No interest shall be paid by the National School of Drama on the EMD for the above said period.
- iii) The EMD deposited is liable to be forfeited, if the tenderer withdraws or amends, impairs or derogates from the tender in any respect, within the period of validity of the offer.
- iv) The EMD of all unsuccessful tenderers shall be returned within a reasonable time period after a decision is taken on the tender offers.

## **4. Evaluation of Tender**

- i) The tender will be evaluated on the basis of two-bidding system.
- ii) The technical bid shall be opened in the presence of their representatives, if available on the specified date and time at the office of the National School of Drama.

- iii) The National School of Drama 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. 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 National School of Drama tenders for a period of two years.
- iv) The financial bid will be evaluated for each Annexure separately.
- v) The National School of Drama may ask for presentation for execution of ambience and set as per design.

## **5. Payment Terms**

The payment shall be made within 30 days of the submission of bill after statutory deductions like Tax Deducted at Source as applicable from time to time subject to other terms & conditions.

## **6. Termination of Contract**

- i) In case of any default by the firm/agency and in any of the terms & conditions (whether General or Special), NSD may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 7 days notice in writing to the party.
- ii) All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the contractor.
- iii) Notwithstanding anything contained herein, NSD also reserves the right to terminate the contract at any time or stage during the period of contract, by giving 3 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.

## **7. Dispute Resolution**

- (i) If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with or arising out of this Contract or out of the breach, termination or invalidity of the Contract hereof, the parties shall resolve them by resorting to the following in the order so mentioned.
  - a. Parties shall attempt for a period of 30 days after receipt of notice by the other Party of the existence of a Dispute to settle such Dispute in the first instance by mutual discussions between the Parties.
  - b. If the dispute cannot be settled by mutual discussions within 30 days as provided herein, the Dispute shall be referred to the sole arbitration of an arbitrator appointed by the Director, NSD. The party having a grievance shall serve a written notice by registered acknowledgement due post, on the other party intimating its intention of invoking the arbitration clause and shall simultaneously

serve a notice on in the similar mode on the Director, NSD requesting him to appoint an arbitrator.

- c. The arbitration proceedings shall be held in accordance with the provisions or Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof.
- d. The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be New Delhi.
- e. Each party shall bear the costs of the sole arbitrator equally. The Sole Arbitrator shall also decide as to which party shall bear the cost of the proceedings.
- f. The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

### **8. Penalty**

In case, at the last moment if the tenderer denies or provides unsatisfactory services, the EMD shall be forfeited.

**Technical Bid**

<b>S. No.</b>	<b>Description of item</b>	
1.	Name and address of the Firm/Agency	
2.	Name, contact number & e-mail address of the representative of the Firm/Agency	
3 .	Copy of income tax return of last two years (copy to be attached)	
4.	Minimum two years experience (at least copy of one work order of the more than ten lacs, to be attached).	
5.	Annual turnover for the last two years 2015-16.& 2016-17 (Minimum Rs. 20 Lacs). Copy to be attached.	
6.	GST Number (copy of registration certificate to be attached)	
7.	PAN no., copy to be attached	
8.	D.D. nos.& dates i) Cost of tender form Rs. 500/- ii) EMD form Rs. 20,000/-	
9.	Bank Details i) Name of the Bank ii) Name of the Account Holder iii)Account Number iv)IFSC code of the Bank	

Date  
Place:

Signature of bidder  
with stamp

**Financial bid For execution of Ambience**

S. No.	Elements	Material	Sizes	Qty	Days	Cost
1.	<b>Décor/Ambience</b>					
2.	Multi layered Main Stage	4 layered Wooden Stage with Carpet with Front Step, Stage Size 80'x52', Ramp of size- 16'x8' for performance of artist, raised platforms on stage 40'x8' 18"(h) - 1 No., 52'x8' 9" (h) - 1 No., 20'x8' 27"(h) - 2 No's, 14'x8' 18"(h) - 2 No., 8'x8' 9"(h) 2 No. with fort branding masking	5696	1	4	
3	Acoustic	-	130'x16'	1	3	
4	Extended Ramp	Extended Ramp with Steps for Participants, Size 52'x24'	1248	2	4	
5	Event branding on side walls	3D Themacol cut outs	L.S	1	4	
6	Wings on Stage	Size - 4'x20'	80	8	4	
7	Props in Front of Stage	As per the Design	8'x15'	2	4	
8	Props Side Masking	As per the Design in Flex on Ply Back Frame	16'x10'	2	4	
9	Truss Facia	Printing on Fabric/Wooden with Piller branding colour as per design Size - 34'x4' 4 No., 60'x4' 2 No.	1024	1	4	
10	<b>Venue Décor</b>					
11.	Entry Gate No-1 - Box Gate	Top Frame with Blockout Flex	21x2.5	1	1	
12.		Left/Right Frame with Blockout Flex	2.5x10	2	1	
13		Gate Side Branding on Ply Back	12x12	2	1	
14		Wooden Structure for TOP with Domb	21x3	1	1	
15	Entry Gate No-2 - Box Gate	Top Frame with Blockout Flex	20x4	1	1	
16		Left/Right Frame with Blockout Flex	10x6	2	1	
17		Top Design on Ply Back	16x2.5	1	1	
18		Gate Side Branding on Star Blockout Flex	6x12	2	1	
19	Carpet for Pathways	Red Carpet	150x6	1	1	
20	3D Letter	Wooden	20x4	1	1	
21	Pathway Props	Wooden Stucture with inlit Cubes	3'x6'	4	1	

<b>22</b>	<b>Other Branding</b>					
<b>23</b>	Direction Signages	Star Blockout Flex	4x8	30	1	
<b>24</b>	Side Wall Branding	Star Blockout Flex	60x8	1	1	
<b>25</b>	3D Standee	Star Blockout Flex	4x8	10	1	
<b>26</b>	Venue Branding	Star Blockout Flex	1	1	1	

Note: NSD reserve the right not to execute any of the aforesaid work in view of any exigencies.

GST extra as applicable.

Date  
Place:

Signature of bidder  
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**Financial bid For sound equipments**

S. No.	Elements	Material	Sizes	Qty	Days	Cost
1.	<b>Sound -</b>	For 5000 Pax		1	4	
2.	P.A System	RCF/D&B made				
3	- For Stage area					
4	- delay sound					
5	Cardless lapel Mics, Head warn mics, wireless Hand cardless mics,	With installation & operative with jueedvice		100	4	
6	Corded Mics (As per Artiste requirement)					
7	Stage Amplifier (As per Artiste requirement)					
8	Stage Monitors			8		
9	Stage Frills					
10	DAT Player / MD Player			4		
11.	CD Player					
12.	D.I Box's (As per Artiste requirement)			2		
13	Effect rack					
14	Digital Mixing console	Sound craft/yamaha make				
15	Cabling / Technician / Transportation					
16	<b>Tech Rider</b>					

Note: The above mentioned items may increase or decrease as per design and/or requirement.

GST extra as applicable.

Date

Place:

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**Financial bid For Light equipments**

S. No.	Elements	Material	Sizes	Qty	Days	Cost
1.	<b>Lights -</b>	iKVA				
2.	Parcans			60		
3	LED Par			60		
4	Moving heads (Spot / Wash)			30		
5	LED Wash			12		
6	Profile			20		
7	Ambience Light			8		
8	Follow Spot 1.5 W			2		
9	Haze Machine			4		
10	Smoke Machines			2		
11.	Strobes			4		
12.	Sharpy			4		
13	Clear Coms			8		
14	Programing Board / Dimmer Pack			1+1		
15	Cabling / Technician / Transportation					
16	Walky Takie			20		
17	<b>Trussing - Motorised</b>					
18	- Box Truss	Super structure Aluminum Truss	110x70	1		
19	- Centre Truss Beams	Super structure Aluminum Truss	110	2		
20	- Centre Beams	Super structure Aluminum Truss	110	2		
21	<b>General Lighting</b>			1		
22	Lights During the Setup	Halogen		10		
23	Led for Branding			100		
24	Pathway Lights	Halogen with Poles		120		
25	LED for Props			20		
26	Holding Area Lights	Halogen		40		
27	Technical Sitting Area Lights	Halogen		10		

Note: The above mentioned items may increase or decrease as per design and/or requirement.

GST extra as applicable.

Date  
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**Financial bid For hiring of Tent material**

S. No.	Elements	Material	Sizes	Qty	Days	Cost
1.	Venue Masking	Flex texture same as per design	500'x10'	1	4	
2.	Green Room	Octonom with Table Chair Mirror Light with Hanger Stand ,Door	3x3	10	4	
3	Pagodas	for Technical Seating Area with fort branding on top and sides	5x5	3	4	
4	Media Zone	Media Rizer with Carpet	8'x8'	1	4	
5	Back stage Management team			1	4	
6	Water dispensers			4	4	
7	<b>Technical Console Area -</b>					
8	Light Console	Wooden Platform with Carpet	10x2.5	1	4	
9	LED Console	Wooden Platform with Carpet	10x2.5	1	4	
10	Sound Console	Wooden Platform with Carpet	10x2.5	1	4	
11.	<b>Backstage -</b>					
12.	<b>VIP Lounge</b>	Pagoda	5x5	2	1	
13	Sofa Seating	2 Seater Sofas	2x2	20	1	
14	Carpet		40x40	1	1	
15	Coffee Table`	Glass	1	10	1	
16						
17	<b>Bouffet Table</b>	For VIP Zone	5x2.5	1	1	
18						
19						
20	<b>Sitting Area</b>					
	Carpeting	Red	220'x100'	1	1	
21	Front Sofas	Two Seater	1	100	1	
22	Coffee Table	In Front Row		40	1	
23	Mozo Barricading	In Running Ft	600'x4'	1	1	
24	Camera Rizer	With Carpet	44'X4'	1	1	
25	Chairs	for Sitting Area	1	2000	1	
26	<b>Pantry Area</b>					
27	Pagoda	fort branding on top and sides	5x5	1	1	
28	Tables for Pantry		5x2.5	10	2	
29	<b>Box Office</b>	For Ticketing				
30	Chair		1	20	1	
31	<b>Badges Counter</b>	For Artist & Participants				

Note: The above mentioned items may increase or decrease as per design and/or requirement.  
GST extra as applicable.

Date  
Place:

Signature of bidder  
with stamp

**Financial bid For Overall Coordination**

S. No.	Coordinators	Days	Rate per coordinator per day
3.	Administration in charge	4	
4	Assistant for administration	4	
5	Stage presentation	4	
6	Make up	4	
7	Press	4	
8	Allied activities	4	
9	Refreshment	4	
10	Publicity and documentation	4	
11	Front of house (FOH)	4	
12	Group Helping Coordinator	4	

Note: The above mentioned items may increase or decrease as per design and/or requirement.

GST extra as applicable.

Date

Place:

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**Financial bid For Documentation/Live Streaming**

S. No.	Elements	Material	Sizes	Qty	Days	Cost
1.	Video -	<b>For Livefeed and branding</b>				
2.	Audience LED	High Definition LED Video Walls of ABSEN make or equivalent brand only with Black face LED panel with Pixel Pitch equals to or lower than 3.75 mm Brightness 800nit or better resolution, inclusive of supports, stand, masking with branding etc., inclusive of required hardware, software and graphics designing of slides for Event	8x6	4	2	
3	DVD player			2	2	
4	Monitor			4	2	
5	Video Mixer with Edit table and preview			1	2	
6	Switcher			2	2	
7	Splitter			2	2	
8	Cabling & Technicians / Transportation			3	2	
9	Back Stage Plazma	Floor Stand	42"	6	2	
10	<b>Recording -</b>					
11.	DV Camera Shoot -full HD	Multi Camera Setup		3	2	
12.	Digital Still Camera			4	2	
13	Jimmy Zip			1	2	
14	Edit Table			1	2	
15	<b>Power Supply -</b>					
16	Lighting	125 KVA		1	2	
17	Sound	125 KVA		1	2	
18	Backup stand	125 KVA		1	1	
19	Backup for Production	62KVA		2	3	

Note: The above mentioned items may increase or decrease as per design and/or requirement.

GST extra as applicable.

Date  
Place:

Signature of bidder  
with stamp

**Financial bid For Technical Coordination**

<b>S. No.</b>	<b>Coordinator</b>	<b>Days</b>	<b>Rate per coordinator per day</b>
1.	Sound Coordination	8	
2.	Light Coordination	8	
3.	Set Coordination	8	
4.	Props Coordination	8	
5.	Makeup Coordination	8	
6.	Rehearsal Coordination	8	

Note: The above mentioned no. of coordinator may increase or decrease as per requirement.

GST extra as applicable.

Date  
Place:

Signature of bidder  
with stamp

**Financial bid For Rest/Others**

S. No.	Elements	Material	Sizes	Qty	Days	Cost
1.	<b>Office Setup</b>		1			
2.	Laptop			2		
3	Printer			2		
4	Operator			2		
5	Internet			2		
6						
7	<b>Stock Room</b>					
8	Octonom	with Door Lock	5x5	1	1	
9	Manpower			2	3	
10	Tocken	As required				
11.	<b>Others -</b>					
12.	Ambulance			1	1	
13	Water Tank			2	1	
14	Fire Brigade			2	1	
15	Fire Fighting Equipment			40	2	
16						
17	<b>Security Measures -</b>					
18	- DFMD Gates			4	1	
19	- HHMD			8	1	
20	- CCTV cameras			20	1	
	- Xray machine			2	1	
21	Women Encloser			2	1	
22	<b>Manpower</b>					
23		Male before event		5	5	
24	Security Personnels	Male		30	1	
25		Female		15	1	
26	Valley Parking			20	1	
27	Supervisors			7	2	
28	Ushers	Male		10	2	
		Female		10	2	
28	Bouncers			10	1	
29	Volunteers			20	2	
30	House Keeping			10	2	
31	<b>Event Insurance</b>		1	1	1	
32	<b>Portable Toilet</b>					
33	VVIP			2	2	
34	Chemical toilet			30	3	

Note: The above mentioned items may increase or decrease as per design and/or requirement.

GST extra as applicable.

Date

Place:

Signature of bidder

with