

**NATIONAL SCHOOL OF DRAMA,
BAHAWALPUR HOUSE, BHAGWAN DAS ROAD
NEW DELHI – 110001**

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**TENDER DOCUMENT FOR PROVIDING LEASE ACCOMODATION FOR
RESIDENTIAL GUEST HOUSE AND OFFICER’S QUATERS COMPLEX**

National School of Drama (NSD), an autonomous institute under Ministry of Culture, Govt. of India, invites sealed tenders in two bids system for residential accommodation on lease basis for guest house and officer’s quarters within a radius of 5 kilometres from its office for a period of at least 3 years, as per following details:

Purpose of Residence	No. of Rooms required	Total Living Area
Guest House Category.1	3-5 Rooms (with attached bathrooms and toilets) Living Room, Kitchen etc.	160-200 Sq. mtrs (Approx)
1 st Officer’s Quarters Category.2	4-5 Bed Rooms (with attached bathrooms and toilets), 1 Living Room and Kitchen.	160 Sq. Mtrs (Approx)
2 nd Officer’s Quarters Category.3	3-4 Bed Rooms(with attached bath rooms and toilets)	125 Sq. mtrs (Approx.)
Servant’s Quarters	1 Bed Room with wash room	30 Sq. mtrs (Approx)

**Last Date of Submission of Tender : 31st July, 2018 up to 3:00 p.m.
Date of Opening of Technical Bids: 31st July, 2018 at 4:00 p.m.**

2. TERMS & CONDITIONS

2.1 The accommodation offered should be preferably on ground floor. In case, multiple floors are offered, it should be on continuous floors with provision for dedicated entry for movement between the multiple floors.

2.2 If the accommodation offered is in a multi-storey building, appropriate provisions for lift should be available.

2.3 The location for office accommodation should be in the nearby vicinity of NSD existing office - i.e. within a radius of 5 kilometres.

2.4 Adequate space for parking should be available to park about 3 cars.

2.5 The accommodation offered should have Power Back-up.

2.6 The accommodation should have provision for attached toilets and washrooms with 24 hours water supply.

2.7 There should be appropriate provisions/arrangements for periodic maintenance (civil/electrical wear & tear as well as whitewashing/painting etc) of the building/property offered .

2.8 The responsibility for payment of all kind taxes such as property tax, Municipal tax etc. in connection with the property offered shall be of the Owner/Bidder.

2.9 Possession of the accommodation will be handed over to NSD by the owner within 30 days from the award of the order. The rent shall be payable from the date of possession of the accommodation.

2.10 The accommodation offered should have adequate security cover and fire safety measures installed as per the requirements of Delhi Fire Service.

2.11 The accommodation offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.

2.12 The tender will be acceptable only from original owner of the building/property. NSD will not pay any Brokerage for the offered property.

2.13 The Bidders should give rates, showing taxes, if any, separately.

2.14 Overwriting, alterations of rates in the Bids should not be accepted.

2.15 No tender will be accepted by Fax, E-mail, or any other such means, except by hand, through Post or Courier

2.16 Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

3. EARNEST MONEY DEPOSIT (EMD)

The bidder will be required to furnish earnest money of Rs.25,000/- (Twenty Five Thousand Only) in the form of Demand Draft in favour of Director, NSD, payable at New Delhi. The EMD of unsuccessful bidders shall be refunded within two months of opening of Commercial Bids. No interest would be payable on amount of EMD. EMD should be submitted with Technical Bid. Without the EMD, the tender shall be out rightly rejected. The EMD will be forfeited in case the Bidder asks for modification in his bid or do not accept the Contract after being awarded same. The EMD of successful bidder would be retained as performance security.

4. PROCEDURE FOR SUBMISSION OF TENDER

4.1 Separate technical bid has to be submitted for separate accommodation as per annexure I, II or III. In case, if the bidder is owner of all the properties he/she has to submit only One D.D. for Rs.25,000/- as EMD in respect of all the accommodations. However, if the bidder is applying either for guest house

or officer's quarter's only, he/she has to submit the proposal in Annexure - I or in Annexure – II/III as the case may be.

4.2 Both the bids (Technical and Commercial) duly signed by Owner or his Authorised Signatory should be sealed in two separate envelopes as described below:-

- a) Envelope 1 - Containing Technical Bid in Annexure – I/II/III duly completed in all respects along with all relevant documents and Demand Draft towards EMD.
- b) Envelope 2 - Containing the Commercial Bid, as prescribed in the Annexure- IV , showing rates, commercial terms and conditions etc.

4.3 Both the Envelopes should be super scribed in bold letters with the statements 'TECHNICAL BID FOR LEASED ACCOMMODATION' or 'COMMERCIAL BID FOR LEASED ACCOMMODATION', as the case may be.

4.4 Finally, the above-mentioned two envelopes should be sealed in a single cover and addressed to the Registrar, NSD, Bahawalpur House, Bhagwan Dass Road, New Delhi – 110001, super scribed as 'BID FOR LEASED ACCOMMODATION' and must reach to this office on or before the closing time and date indicated at the first page of this document.

4.5 For different premises, however, the owners will have to submit different bids.

4.6 Technical Bid should contain the details required, as per performa at Annexure I/II/III along with **D.D. of Rs.250/-** in favour of Director, NSD, New Delhi and Commercial Bid should contain details, as per performa at Annexure IV.

4.7 The Bidders should give rates, showing taxes, if any separately. Tenders not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard, whatsoever.

4.8 The Technical Bid should be accompanied by the documents, as per Annexure I/II/III.

4.9 The Technical Bid should be accompanied by a copy of this Tender Document duly signed each page by the authorised signatory of the bidders, who has signed the bid, in token of bidder's acceptance of the terms and conditions of the Tender.

4.10 Bidder should number the pages of all the papers submitted with Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid.

4.11 Bids received after the closing date, time and without following above conditions shall not be considered and no correspondence in this regard will be entertained.

5. PROCEDURE FOR OPENING OF TENDER

5.1 While opening the tenders, the envelopes containing Technical Bids and EMD shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation Committee will open Commercial Bid after evaluation of the Technical Bids. Commercial Bids of technically qualified bidders will only be opened.

5.2 The NSD may visit the accommodation offered by bidders to ascertain the suitability. The bidders would be treated to have been qualified for opening of their Commercial Bids after evaluation of the Technical Bids submitted and Satisfactory Report from the Committee of NSD after visiting the accommodation. The date and time for opening of commercial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or phone.

5.3 The bidders, if they so desire, can depute their representatives for opening of Technical Bids in the office of NSD. The bids will be opened in the presence of representatives of bidders present, if any.

6. BID EVALUATION

6.1 The tender will be evaluated by a committee.

6.2 The NSD reserve 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 pleasure of any kind may disqualify the tenderer for the present tender.

7. PAYMENTS

7.1 Payments shall be made by NSD against the pre-receipted bills as per the lease deed to be executed between NSD and the owner or his/her legal representative.

7.2 Payments of rent will be made on monthly basis by account payee cheque or by digital mode in favour of Owner after deduction of the tax at source (TDS) as applicable from time to time.

8. TERMS OF TERMINATION OF LEASE

8.1 The period of lease would be for three years with provision for extension of lease on mutually agreed terms.

8.2 The lease can be cancelled by either side by giving a notice of not less than one month.

9. ARBITRATION

9.1 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 resort to the following in the order so mentioned.

9.2 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.

9.3 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.

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

9.5 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.

9.6 The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be New Delhi.

9.7 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.

9.8 The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

10. PENALTY CLAUSE

Failure on the part of the owner will attract penalty on owner along with forfeiture of performance security.

11. MISCELLANEOUS

11.1 NSD shall be under no obligation to accept the lowest quotation.

11.2 Non-fulfilment of any of the above terms shall result in rejection of Bid.

11.3 All disputes lie within the jurisdiction of Delhi only.

11.4 The NSD reserves the right to reject all or any tender without assigning any reason thereof.

TECHNICAL BID - ANNEXURE-1

FOR GUEST HOUSE WITH SERVANT QUARTER'S

1	Name of the Owner/Proprietor	
2.	Complete postal address of the Guest House Telephone No. / Fax / E-mail	
3.	Status of the owners/ promoters	
	If public /private limited company with copy of Memorandum and Articles of Association	
	If partnership, a copy of Partnership Deed and Certificate of Registration	
	If proprietor concern, name and address of proprietor/ certificate of registration	
4.	Distance of Guest House (in kms.) from:	
	NSD Campus	
	Airport	
	Railway Station	
	City Centre	
	Downtown shopping area	
7	Details of the Guest House:	
	Area (in sq. meters) with title- owned/ leased with copies of sale/ lease deed	
	Number of rooms	
	Details of public areas, lobby, bar (where applicable), parking facilities (the area for each facility should be indicated in sq. ft.)	
	Details of Fire Fighting Measures/ Hydrants, etc.	
	Details of air-conditioning.	
	Facilities for power back-up (generators etc.)	
	Details of CCTV with data backup (mandatory for all public areas)	

8	Certificates / No Objection Certificates (attested copies).	
	Certificate / licence from Municipality/ Corporation to show that the establishment is registered as a Guest House including Clearance by competent authority to the establishment on sanitary/hygienic point of view.	
	Sanctioned building plans/ occupancy certificate.	
9	D.D. No. and Date of Rs.25,000/-	
10	D.D. No. and Date of Rs.250/-	

I undertake that all information provided above is true to best of my knowledge and belief.

Date

(Signature)

NOTE:- The proposal must be complete in all respects and should be submitted along with EMD of Rs. 25000/- in the form of DD in favour of the Director, National School of Drama.

TECHNICAL BID - ANNEXURE-II

SUBMISSION OF PROPOSAL FOR 1st OFFICER'S QUARTER'S

1	Name of the Owner/Proprietor	
2.	Complete postal address of Officers' Quarters Telephone No. / Fax / E-mail	
3.	Status of the owners/ promoters	
	If public /private limited company with copy of Memorandum and Articles of Association	
	If partnership, a copy of Partnership Deed and Certificate of Registration	
	If proprietor concern, name and address of proprietor/ certificate of registration	
4.	Distance of Officers' Quarters (in kms.) from:	
	NSD Campus	
	Airport	
	Railway Station	
	City Centre	
	Downtown shopping area	
7	Details of the Officers quarters	
	Area (in sq. meters) with title- owned/ leased with copies of sale/ lease deed	
	Number of rooms	
	Details of public areas, lobby, bar (where applicable), parking facilities (the area for each facility should be indicated in sq. ft.)	
	Details of Fire Fighting Measures/ Hydrants, etc.	
	Details of air-conditioning.	
	Facilities for power back-up (generators etc.)	
	Details of CCTV with data backup (mandatory for all public areas)	

8	Certificates / No Objection Certificates (attested copies).	
	Certificate / licence from Municipality/ Corporation to show that the establishment is registered as a Guest House including Clearance by competent authority to the establishment on sanitary/hygienic point of view.	
	Sanctioned building plans/ occupancy certificate.	
9	D.D. No. and Date of Rs.25,000/-	
10	D.D. No. and Date of Rs.250/-	

I undertake that all information provided above is true to best of my knowledge and belief.

Date

(Signature)

NOTE:- The proposals must be complete in all respects and should be submitted along with EMD of Rs. 25000/- in the form of DD in favour of the Director, National School of Drama.

TECHNICAL BID - ANNEXURE-III

SUBMISSION OF PROPOSAL FOR 2nd OFFICER'S QUARTER'S

1	Name of the Owner/Proprietor	
2.	Complete postal address of the Officers' Quarters Telephone No. / Fax / E-mail	
3.	Status of the owners/ promoters	
	If public /private limited company with copy of Memorandum and Articles of Association	
	If partnership, a copy of Partnership Deed and Certificate of Registration	
	If proprietor concern, name and address of proprietor/ certificate of registration	
4.	Distance of Officers' Quarters (in kms.) from:	
	NSD Campus	
	Airport	
	Railway Station	
	City Centre	
	Downtown shopping area	
5	Details of the officers quarters	
	Area (in sq. meters) with title- owned/ leased with copies of sale/ lease deed	
	Number of rooms	
	Details of public areas, lobby, bar (where applicable), parking facilities (the area for each facility should be indicated in sq. ft.)	
	Details of Fire Fighting Measures/ Hydrants, etc.	
	Details of air-conditioning.	
	Facilities for power back-up (generators etc.)	
	Details of CCTV with data backup (mandatory for all public areas)	

8	Certificates / No Objection Certificates (attested copies).	
	Certificate / licence from Municipality/ Corporation to show that the establishment is registered as a Guest House including Clearance by competent authority to the establishment on sanitary/hygienic point of view.	
	Sanctioned building plans/ occupancy certificate.	
9	D.D. No. and Date of Rs.25,000/-	
10	D.D. No. and Date of Rs.250/-	

I undertake that all information provided above is true to best of my knowledge and belief.

Date

(Signature)

NOTE:- The proposals must be complete in all respects and should be submitted along with EMD of Rs. 25000/- in the form of DD in favour of the Director, National School of Drama.

COMMERCIAL BID -

ANNEXURE- IV

Name of the owner.....

Address.....

Phone no..... Email.....

Purpose of Residence	No. of Rooms Required	Rent for furnished	Rent for Semi furnished	Rent for Un furnished	Total Living Area
Guest House Category.1	3-5 Rooms (with attached bathrooms and toilets) Living Room, Kitchen etc.				160-200 Sqmtrs (Approx)
1 st Officer's Quarters Category.2	4-5 Bed Rooms (with attached bathrooms and toilets), 1 Living Room and Kitchen.				160 Sqmtrs (Approx)
2 nd Officer's Quarters Category.3	3-4 Bed Rooms(with attached bath rooms and toilets)				125 Sqmtrs (Approx.)
Servant's Quarters	1 Bed Room with wash room				30 Sqmtrs (Approx)

Date

**Signature of the owner/
Authorised Signatories**

Note:- The owner may submit the rates for any one of the above category or for all the categories as per the accommodation available with him.