



## **NATIONAL SCHOOL OF DRAMA**

(An autonomous Institute under Ministry of Culture, Govt. of India)

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

### **Tender Document along with Terms & Conditions**

**Subject:- Tender for annual job contract for Comprehensive Maintenance Contract for R.O. units installed at National School of Drama, New Delhi.**

1. Sealed Tenders are invited from eligible and reputed Delhi based Agencies for **Comprehensive Maintenance Contract for R.O. units** installed at National School of Drama, New Delhi for complete period of one year from date of award. Agencies shall have relevant experience of having provided similar services to Govt., PSUs, Ministries, Academic & Educational Institutes only.
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 cost of tender documents 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 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 Comprehensive Maintenance Contract for R.O. units**". 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 **13.08.2018 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 **13.08.2018 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 rates mentioned in proforma at **Annexure-II**. 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.
7. 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.
8. Any exemption for tender cost, tender EMD & Security Deposit is to be taken should be supported by proper exemption valid documents i.e. NSIC, MSME, Udyog Aadhaar etc. failing which, exemption will not be considered and tender will be outright rejected without assigning any reason.

**A. ELIGIBILITY CONDITIONS FOR TECHNICAL BID – Annexure-I.**

1. PAN No.
2. Goods & Service Tax (GST) Registration No.
3. Details of EMD & tender cost
4. Complete details i.e. Work Order / Satisfactory working / experience letter of at least one similar contract of providing similar services in Delhi state with Govt., PSUs & Ministries only, where the service is provided by the agency for last one year i.e. January, 2017 to till date.

**B. EARNEST MONEY DEPOSIT:-**

1. Earnest Money Deposit of Rs. 2,000/- (Rupees Two Thousand only) shall be kept in the envelope containing the tender documents 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.
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. In the Financial Bid, Service Charges mentioned in proforma at **Annexure–II**, having a bearing on the amount must be written both in words and figures. If there is any discrepancy between the amount / information quoted in words and figures, the amount/ information quoted in words will be treated as final.

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.

**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 an Account Payee Demand Draft / 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 EMD of successful tenderer shall be returned after the Contract with NSD is given and performance guarantee of Rs. 10,000/- is furnished by the successful tenderer.
3. The performance security should be valid for a period of 30 days beyond the date of completion of the Contract obligation.
4. 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. SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-**

- |                                                          |                              |
|----------------------------------------------------------|------------------------------|
| i) Cost of Tender                                        | : Rs. 500/-                  |
| ii) Cost of EMD                                          | : Rs. 2,000/-                |
| iii) Cost of performance security                        | : Rs. 10,000/-               |
| iv) Time and last date of submission of tender documents | : 13.08.2018 till 1500 hours |
| v) Time and date of opening of Technical bid             | : 13.08.2018 till 1530 hours |

**F. GENERAL TERMS & CONDITIONS OF THE CONTRACT:-**

1. The commencement of the work order will be from date of issue. You have to put all the R.O. units in proper working order/operational within a week time from receipt of the award letter under intimation to the NSD for the details of repairs to be undertaken and will complete the work in consultation with NSD officials only and accordingly will submit the bill first time only for complete repairs. Nothing extra will be paid afterward and have to be maintained as per the comprehensive maintenance contract.
2. This is a annual comprehensive maintenance contract and the rates should be inclusive of all the parts i.e. candle, carbon block, membrane, post carbon filter, pre carbon filter, sediment filter, pre filter, U.V., pipes and all body parts etc. Nothing extra will be paid.

3. Service visit in every week regularly during the contract period, when the R.O. units will be thoroughly checked, cleaned and adjusted. Nothing extra to be paid for the additional visit during the contract period, as and when required in the event of any break down of the equipment.
4. Please note that maintenance contract includes thorough check-up of all the R.O. units and keeping them in excellent working condition. The rates should be strictly quoted keeping in view, that the repairing of R.O. units will have to be attended within 04 hours after lodging of the complaint. Service provider should have adequate manpower & spares for repair, in case of any delay Rs. 1,000/- will be charged as penalty for every delay for non attending the complaint. It is also informed that in case of repeated delay or poor performance, contract awarded to tenderer, shall be stand terminated and performance guarantee will be forfeited.
5. The firm/agency should have technically qualified & experienced manpower and has to ensure that all the R.O. units are working satisfactorily. The firm/agency has to get the water tested any time on demand. The testing equipment will be arranged by the firm/agency in case of failure of water test report action necessary action will be initiate against you.
6. **On the conclusion of the Contract, the bidder/firm shall ensure that all the R.O. units are handed over to the NSD in working condition and duly after serviced, to the entire satisfaction of the NSD. The performance security will be released only after handing over all the R.O. units in working satisfactory.**
7. NSD will have no liability whatsoever concerning the persons deployed by the tenderer during the maintenance of R.O. units. 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 during rendering the services under the agreement. No claim will be entertained by NSD. For any accident occurred during the contract period at NSD, the NSD will not hold any responsibility.
8. Any damage made to the building has to be re-stored in good condition by the Firm without any extra cost.
9. Payment will be made quarterly (25%) after every three months of satisfactory services.
10. The rates should be inclusive of all taxes.
11. 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.

**G. TERMINATION OF CONTRACT:-**

The contract will be valid for a period of one year from the date of award from the date of agreement and may be extended for another period, if services are found satisfactory. In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 7 days notice and security deposit will be forfeited. The decision of the NSD in this regard will be final.

**H. DISPUTE RESOLUTION:-**

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be resolved through arbitration by referring the same to the sole arbitrator appointed by NSD (Ist Party), whose decision will be final and binding on both parties. All dispute within the jurisdiction of Delhi High Court.

**I. DURATION / PERIOD OF CONTRACT:-**

Duration of contract is one year from date of award, which can be extended further subject to the satisfactory performance of the Firm/Agency.

**J. VALIDITY:-**

The Tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of one year.

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## **ANNEXURE – I**

**(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, STAMPED WITH PAGE NO.:-**

	<b><u>DETAILS</u></b>	<b><u>PAGE NO.</u></b>
1.	Name & address of the registered Firm/Agency : (with Tel no., Fax & Email)	
2.	Contact Person(s) (with mobile no.) :	
3.	PAN No. :	
4.	Goods & Service Tax (GST) Registration No. :	
5.	Details of EMD :	
6.	Details of tender cost :	
7.	Complete details i.e. Work Order / Satisfactory working / experience letter of at least one similar contract of providing similar services in Delhi state with Govt., PSUs & Ministries only, where the service is provided by the agency for last one year i.e. January, 2017 to till date.	

**( Signature of Authorized Signatory with date )**

Date : \_\_\_\_\_

Place: \_\_\_\_\_

**Name of the Firm/Agency & stamp**

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## **ANNEXURE – II**

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

### **FINANCIAL BID**

1. Name & address of the registered Firm/Agency :  
(with Tel no., Fax & Email)

**Rates for Annual Comprehensive Maintenance Contract for maintenance & repairing of R.O. units.**

<b>Sr. No.</b>	<b>Description of Item</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
1	Comprehensive maintenance & repairing of R.O. units (50 Litre per hour)	Seven		
2	Comprehensive maintenance & repairing of R.O. units (25 Litre per hour)	Three		
4	<b>Total amount must be written both in words and figures</b>			

**The rates should be inclusive of all taxes.**

#### **NOTE:-**

1. The above total lump sum amount is payable for the complete period of one year from date of award for total numbers of R.O. units (showing above).
2. The commencement of the work order will be from date of issue. You have to put all the R.O. units in proper working order/operational within a week time from receipt of the award letter under intimation to the NSD for the details of repairs to be undertaken and will complete the work in consultation with NSD officials only and accordingly will submit the bill first time only for complete repairs. Nothing extra will be paid afterward and have to be maintained as per the comprehensive maintenance contract.
3. This is a annual comprehensive maintenance contract and the rates should be inclusive of all the parts i.e. candle, carbon block, membrane, post carbon filter, pre carbon filter, sediment filter, pre filter, U.V., pipes and all body parts etc. Nothing extra will be paid.
4. Payment will be made quarterly (25%) after every three months of satisfactory services.
5. On the conclusion of the Contract, the bidder/firm shall ensure that all the R.O. units are handed over to the NSD in working condition and duly after serviced, to the entire satisfaction of the NSD. The performance security will be released only after handing over all the R.O. units in working satisfactory.

**Signature of the Bidder with date**

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**( Name of the Firm/Agency and stamp )**