

National School of Drama

(An Autonomous Institute under Ministry of Culture, Govt. of India)
Bahawalpur House, Bhagwan Das Road, New Delhi-110001

National School of Drama (NSD), an Institute under Ministry of Culture is organizing an International Children Theatre Festival *Jashnebachpan – 2018* from 17th to 25th November, 2018. Sealed tenders are invited from the interested firms/parties for the **execution of Design for Ambience** for this festival at LTG Auditorium and NSD Campus, New Delhi. Item wise details required for this design are available in the tender document on our website www.nsd.gov.in. The rates of items used for ambience design should be on hiring basis.

Interested Firms/parties are required to submit their sealed tenders to the undersigned. Last date for submission of tender is 8/11/2018 by 3:00 p.m. The Director, NSD, reserves the right to accept/ reject to any or all the tender without assigning any reason.

2. General conditions for Submission of Tender

- i) Tenders, **as per Annexure – 2**, in sealed cover addressed to The Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001 – should be submitted along with demand draft Rs. 500/- (Rupees Five Hundred only) towards non refundable tender fee and Demand Draft of Rs. 20,000/- (Twenty thousand only) towards refundable EMD. Both the Demand Drafts should be drawn in favor of Director, National School of Drama, payable at New Delhi.
- ii) Format for prequalification of bids (**as per Annexure-1**) should also be submitted along with the bid.

3. Pre-qualifications for tenderers

- i) The tenderer firm should be reputed having preferably at least 2 years experience in the relevant field and registered with Govt. having PAN and GST No.
- ii) The annual turnover of the firm should not be less than preferably five lakh per annum during preceding two financial years.
- iii) The bidders, who do not meet the eligibility criteria, or do not submit all the necessary documents in support of the eligibility criteria or do not submit documents that are complete and valid – shall be disqualified.

4. Cost of Tender and schedule of submission of Bid.

- i) Cost of the Tender : Rs.500/-
- ii) Time and last date of receipt of tender documents : 1500 hrs on 8/11/2018
- iii) Time and date of opening of bid : 1600 hrs on 8/11/2018

5. Earnest Money Deposit

- i) Earnest Money Deposit (EMD) amount of Rs.20,000/- (Rupees twenty thousand only) shall be submitted along with the offer.
- ii) No interest shall be paid by NSD on the EMD.
- 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 his offer.
- iv) EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.
- v) EMD of successful tenders shall be retained as performance security. It will be returned after successful/satisfactory services of the tenderer.

6. Evaluation of Tender

- i) Sealed tenders will be opened in the office of National School Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001 in the presence of such bidders who may like to be present.
- ii) The tender will be evaluated by a committee.
- iii) 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 NSD tenders in future for a period of three years.

7. Payment Terms

Payment shall be made within 30 days of the submission of bill after statutory deductions like Tax Deduct at Source as applicable from time to time.

8. Duration/Period of Contract

The tender will be valid for a period of three months after the date of award to work

9. Termination of Contract

In case of any default by the Contractor 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 15 days notice in writing to the Contractor.

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.

10. 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 resort to the following in the order so mentioned.
- ii) 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
- iii) 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.
- iv) Simultaneously serve a notice on in the similar mode on the Director, NSD requesting him to appoint an arbitrator.
- v) 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.
- vi) The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be New Delhi.
- vii) 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.
- viii) The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

11. Penalty

In case, if at the last moment the firm denies to provide their services the NSD shall at its discretion will get the work done from other party at the prevailing rates in the market. The cost of such work/services shall be recovered from the concerned firm. Further any lack in performance and quality of service may result in financial penalty in the form of reduction in final payment

Technical Bid

Execution of Design of Ambience for Jashnebachpan 2018

S. No.	Description of item	
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 of related job (Copy to be attached)	
5.	Turnover, year-wise, for the last two years - 2016-2017 & 2017-18 (in lacs of Rs.). Documents 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

