

# **NATIONAL SCHOOL OF DRAMA**

(An autonomous Institute under Ministry of Culture, Govt. of India)  
Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001

## **SHORT TERM NOTICE INVITING TENDER**

**Subject:- Tender for hiring of CCTV system with manpower for 20<sup>th</sup> Bharat Rang Mahotsav w.e.f. 01<sup>st</sup> to 21<sup>st</sup> February, 2019 at National School of Drama, New Delhi.**

1. Sealed Tenders are invited from eligible and reputed Delhi based agencies for **hiring of CCTV system with manpower for 20<sup>th</sup> Bharat Rang Mahotsav-2019** at National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001 for the period w.e.f. **01<sup>st</sup> to 21<sup>st</sup> February, 2019 (21 days)**. Agencies shall have relevant experience of having provided similar services to Govt., PSUs, Ministries 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 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 along with commercial terms and conditions as per the proforma at **Annexure-I**. The financial bid 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 hiring of CCTV system with manpower for 20<sup>th</sup> Bharat Rang Mahotsav-2019**". 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 **22.01.2019 till 11:00 A.M.** along with the Earnest Money Deposit of Rs. 3,000/- (Rupees Three 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 **22.01.2019 till 11:30 A.M.** 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 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. 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. Undertaking certificate on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached.
5. The agency should have two similar experience of providing hiring services of CCTV system for the events in Delhi state with Govt., PSUs & Ministries only in the last three years.
6. The annual turnover should be Rs. Ten Lakhs in the last 3 years with documentary proof.
7. Bidder is required to forward the documents required in Technical bid duly self-certified, stamped and paginated, incomplete documents liable to be rejected without assigning any reason.
8. All the document should be page no. with index giving all the details with page no.
9. 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.
10. The agency must keep the recording of the footage of the complete event minimum for two month. If required, the tenderer will have to submit the recording of the footage of the complete event in the hard disk for which NSD will pay for the hard disk only.

**B. EARNEST MONEY DEPOSIT:-**

1. Earnest Money Deposit of Rs. 3,000/- (Rupees Three Thousand only) shall be kept in the envelope containing the qualifying/technical bid. Those who do not qualify the pre-qualification conditions, shall be summarily rejected and their financial bids shall not be opened.
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** & rates of each item in **Annexure-III** having a bearing on the amount shall 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. SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-**

- |   |                              |
|---|------------------------------|
| i) Cost of Tender   | : Rs. 500/-                  |
| ii) Earnest Money Deposit (EMD)                           | : Rs. 3,000/-                |
| iii) Time and last date of submission of tender documents | : 22.01.2019 till 11:00 A.M. |
| iv) Time and date of opening of qualifying/technical bid  | : 22.01.2019 till 11:30 A.M. |
| v) Procedure for submitting the bids                      | : Two bid systems            |

**E. 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. Canvassing whether directly or indirectly, in connection with the tender is strictly prohibited and the tenders submitted by the Contractors who resort to canvassing will be liable to rejection.
3. NSD will have no liability whatsoever concerning the persons deployed by the tenderer during the hiring of CCTV camera system.
4. 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.
5. The Tenderer shall at their cost take necessary insurance cover in respect of his employee(s) and other persons employed or engaged in connection with the process of rendering the services job.
6. 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 shall be got rectified by the Contractor at his own risk or will be deducted from contractor's bill.
7. NSD is an International level theatre (culture) Institute, therefore, the works are to be carried out as per norms/standards and in such a manner that all premises always look neat & Clean.
8. **The rates should be inclusive of all taxes except GST which should be quoted extra.**
9. For any accident occurred during the working period at NSD, the NSD will not hold any responsibility. Any damage made to the building has to be re-stored in good condition by the Firm without any extra cost.
10. The complete system should be of standard brand /quality and weather proof and the maintenance system will be the complete responsibility of the tenderer.

11. The tenderer will have to make a pre-event-demonstration of the coverage of the event to the satisfaction of concerned authorities of NSD.
12. Event for which the tender is invited. Pre-decision of the completion of the work/event will be taken by the concerned authorities of the NSD.
13. Payment will be made after the completion of the event for which the tender is invited.
14. In case, the service is not found satisfactory. The Contract may be terminated without assigning any reason at any stage.
15. 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.

**F. 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 arbitrator appointed by NSD (Ist Party), whose decision will be final and binding on both parties.

**G. 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.

# *National School of Drama*

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.:-**

	<u>DETAILS</u>	<u>PAGE NO.</u>
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.	Undertaking certificate on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached :	
8.	The agency should have two similar experience of providing services of CCTV system for the events in Delhi state with Govt., PSUs & Ministries only the last three years.	
9.	The annual turnover should be Rs. Ten Lakhs in the last 3 years with documentary proof.	
10.	Bidder is required to forward the documents required in Technical bid duly self-certified, stamped and page no. Incomplete documents liable to rejected without assigning any reason.	
11.	All the document should be page no. with index giving all the details with page no.	
12.	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.	
13.	The agency must keep the recording of the footage of the complete event minimum for two months. If required, it has to submit the recording of the footage of the complete event in the hard disk for which NSD will pay for the hard disk only.	

## **UNDERTAKING CERTIFICATE**

The agency has to give affidavit on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized certifying that:-

1. The tenderer / agency of the bidding firm is not involved in any criminal cases.
2. The tenderer / agency of the bidding firm is not black listed in any government offices.
3. Credentials submitted by the tenderer for this tender (duly self-certified) are genuine.
4. The reimbursement of GST tax is claimed only on actual deposit of proof of deduction of said GST tax with the Govt. Deptt.

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 / de-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.

( Signature of Authorized Signatory with date )

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

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

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

**Note:- The undertaking certificate should be given in the above prescribed format only. Any deviation / incomplete in undertaking certificate will liable to rejection of tender.**

**National School of Drama**

**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 & E-mail)

<b>S. No.</b>	<b>The following materials are required for hiring of complete CCTV system</b>	<b>Quantity</b>
1	DVR 16 CH. Hikvision Model DS 72016HQHIF2 Digital Video Recorder 1080 P, VGA Output / HDMI Output, 4GB x 2 nos. Hard Disk supported	2 nos.
2	HD IR (night vision), PTZ Camera, 2 MP 1080P 36 x output zoom, 100 mtr. IR distance, 3D Intelligent positioning function Supported Turbo HD and BNC output	1 nos.
3	HD IR bullet Camera, 2 MP HD output 1080P, 20 mtr IR distance - DS-2CE160DOT	24 nos.
4	Power Supply 12V 10 AMP	10 nos.
5	BNC and D.C. connectors	75 nos.
6	Monitor - VGA Output - 16", HD	2 nos.
7	42" LED TV, Full HD 1080p, Smart TV	2 nos.
8	Hard Disk 4TB - WD Surveillance	10 nos.
9	Cable wire RJ-6 (as required for above equipment)	5000 mtrs.
10	Attendant (maximum 12 hour) who can control the complete CCTV system	1 no.
	<b>Total Lumpsum hiring charges for the complete CCTV System as per above specification for the above period</b>	
	<b>Goods &amp; Service Tax (GST)</b>	
	<b>GRAND TOTAL</b>	

The agency must keep the recording of the footage of the complete event minimum for two months. If required, I have to submit the recording of the footage of the complete event in the hard disk for which NSD will pay for the hard disk only.

**Signature of the Bidder with date**

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

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

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