

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

TENDER NOTICE CUM DOCUMENT

The Director, National School of Drama, invites tenders from reputed **Delhi-based firms/parties** for hiring of Tent or Flex Materials (as the case may be) in organizing Bal Sangam Festival, 2019 & 21st Bharat Rang Mahotsav 2020 being organized by NSD from 9th to 12th Nov'2019 & from 1st to 22nd February, 2020. The bids are invited in two parts, i.e. **Technical Bid** and **Financial Bid**. Technical Bid should contain all technical details, as per the proforma at **Annexure-I**. The Financial Bid should indicate item-wise prices, as per the proforma at **Annexure-II**.

Interested and experienced contractors /agencies/ service providers fulfilling necessary eligible criteria are requested to submit their formal bids as per the relevant tender documents as mentioned below:-

Details of Work/Services

Sl. No.	Work/Services	Validity period of rates	Earnest Money Deposit(EMD)	Cost of Tender Documents
1	Errection and Supply of Tent & connected materials as per details in Annexure-'II'	One year from date of acceptance and supply order.	Rs.25,000/- in the form of Demand Draft of Scheduled Bank.	Rs.500/-
2	Flex material as per details in Annexure-'II'	One year from date of acceptance and supply order.	Rs.15,000/- in the form of Demand Draft of Scheduled Bank.	Rs.500/-

AVAILABILITY OF TENDER DOCUMENTS: to be downloaded from NSD Website (www.nsd.nic.in)

Director

TENDER DOCUMENT

1. Pre-qualifications for tenderers for technical evaluation

Bidders are required to submit the following information/documents:

- a) Name of Bank and Account No., IFSC Code etc.
- b) Copy of PAN No. of the firm.
- c) Copy of GST Registration Certificate/No.
- d) Copies of Income Tax Returns for last two years
- e) The bidder should have experience of multi-color printing in the relevant field(s).
- f) Names of three government organizations / PSUs / other reputed establishments or cultural institutions for which the agency is doing printing jobs, along with work order.
- g) The firm should have done similar type of urgent jobs with a single order of minimum Rs.20.00 lacs or two work orders of Rs. 10 lacs each. Please attach copies of work order(s).
- h) The tenderer shall submit a balance sheet or certificate duly certified by a Chartered Accountant indicating the annual turnover for the last two years 2017-18 & 2018-19.
- h) The tenderer shall submit a certificate stating that they have never been debarred/blacklisted by any Government/ PSU's/cultural institutions.

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 : 28.10.2019 upto 1500 hrs
- iii) Date & Time of opening of technical bid : 28.10.2019, 1530 hrs
- iv) The offer in the prescribed format should be addressed to the Registrar, National School of Drama, giving indication that it contains the tender under sealed envelope. This is a two-bid system. The first envelope containing the Technical Bid shall be sealed and super scribed '**Technical Bid for hiring of Tent Materials' or Flex Materials**, (as the case may be) 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 super scribed '**Financial Bid for hiring of Tent Materials' or Flex Materials**, (as the case may be) Both these envelopes shall be put into a third envelope which shall be sealed and super scribed '**Tender for hiring of Tent Materials' or Flex Materials**, (as the case may be), and addressed to the **Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi 110 001**. The tenderer can submit bid for both items and any of these items, as the case may be.
- v) Only the Technical Bids shall be opened 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 the technical bid.
- vi) 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.
- viii) In the Financial Bid, the prices should be quoted inclusive of all charges except GST. GST will be paid extra.

3. Earnest Money Deposit

- i) Earnest Money Deposit (EMD) of **Rs. 25,000/- (Rupees fifty thousand only) for Tent Materials and Rs.15,000/- for Flex Material** shall be submitted along with the offer, in the envelope containing the Technical Bid. The EMD shall be in the form of a crossed 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 successful tenderers shall be returned within a reasonable time period after completion of the work as per work order.
- v) 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 on the specified date and time in the office of the Director, National School of Drama, New Delhi by duly constituted committee.
- 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 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 National School of Drama tenders for a period of three years.

5. Payment Terms

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

6. Duration/Period of Contract:

The tender will be valid for the period of one year from 1st November, 2019 to 31st October, 2020.

7. Termination of Contract

i) In case of any default by the agency/supplier/company 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 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 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Contractor.

8. 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. The party having a grievance shall serve a written notices 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 request him to appoint an arbitrator.
- IV. 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.
- V. The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be NSD, Bahawalpur House, Bhagwandas Road, New Delhi-110001.
- VI. 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.
- VII. The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

9. Penalty: In case, if at the last moment the agency/supplier/company denies or committed any default, NSD shall at its discretion forfeit the EMD.

Annexure – I

(To be kept duly signed in Envelope 1 – Technical Bid for hiring of Tent or Flex Material etc.)

S. No.	Description of item	
1.	Name and full address of the agency/ supplier/company	
2.	Name, contact number & e mail address of the representative of the agency/ supplier/ company	
3 .	Copies of Income tax return of last two F.Y. 2017-18 & 2018-19 (to be attached)	
4.	Names of three government organizations / PSUs other reputed establishments or cultural institutions for which the agency is doing printing jobs. Copies of work orders to be attached which should not be more than 03 years old from date of Bid.	
5.	The firm should have done similar type of jobs with a single order of minimum Rs.5 lacs (For Tent)or two work order of Rs. 2 lacs each(for Flex) Attach copy of work order which should not be more than 03 years old from date of Bid.	
6.	Turnover, year-wise, for the last two years - & . 2017-18 & 2018-19. Documents to be attached should not be more than 03 years old from date of Bid.	
7.	GST Number & copy of registration certificate to be attached	
8.	PAN no., copy to be attached	
9.	D.D. nos.& dates i) Cost of tender form Rs. 500/- ii) EMD form Rs.25,000/-(For Tent) & Rs.15,000/-(For Flex)	
10.	Bank Details i) Name of the Bank ii) Name of the Account Holder iii) Nature of Account & Number iv)IFSC code of the Bank	
11.	Firm should not be black listed in the past by any Govt. Department; an undertaking to this effect may be enclosed.	

Date
Place:

Signature of bidder
with stamp

Annexure – II

(To be kept duly signed in Envelope – 2 – Financial Bid for Hiring of Tent Material for BRM & Other Festivals)

S.No.	Items	Unit	Rates per Unit for 1-3 Days hiring Rs.	Rates per Unit for 4-7 Days hiring Rs.	Rates per Unit for 22 Days hiring Rs.
1	Table with frill and cover	Per piece			
2	Round table with cover & frill	Per piece			
3	Chair with cover – iron frame	Per piece			
4	Chair with cover – steel frame	Per piece			
5	Carpets 5'x15' and 8'x5'	Per piece			
6	Patti in good quality (all color)	Per sq.ft.			
7	Electric Standing heater	Per piece			
8	Dust bins big size	Per piece			
9	Water dispenser with blank jar with tap	Per piece			
10	Ceiling 15'x15'	Per piece			
11	Side curtains 15'x15'	Per piece			
12	All colour Masking good quality	Per sq.ft.			
13	Halogen with wire 500 and 1000 Watt	Per piece			
14	3 phase heavy duty main line	Per running meter			
15	Razai-Gadda Pillow (Set)	Per set			
16	Mattresses 3'' & 4''	Per piece			
17	Round Pillow	Per piece			
18	White Chadar(White Cotton Sheet)	Per piece			
19	Water proof pandal with bamboos fitting including side walls	Per sq.ft.			
20	(1) Sofa set 2 seater – with cover (2) Sofa set 3 seater – with cover	Per piece Per piece			
21	Hanger(Non-AC) water proof	Per sq.ft.			
22	Octonorms stalls with spot light 10'x10' plus tables & chairs with its covers	Per sq.ft.			
23	Pagoda including masking	Per sq.ft.			
24	Mist fan /pedestal fan	per fan			
25	Power points	Per point			
26	Disposable glass	Per 100 glass			

Note: 1. The bidder/tenderer has to quote the rates of all the items. The L1 will be decided based on the **unit value of each item added together. In case the rates of any item quoted by L1 are higher, the lowest rate of that item quoted by other bidders (tenderer) will be paid to L1.**

In case of any doubt, the probable tenderers/bidders can approach the NSD Administration (Dy. Registrar), before submitting their quotations. However, any ambiguity left even after that, the decision of the Tender Committee for arriving at L1 will be final. No change etc. in any case will be allowed. NSD may reject the bid and go for fresh bid if deemed necessary.

2 GST as applicable will be paid extra. However, no other charges i.e transportation etc. will be paid.

**Signature of the Bidder
Name of the firm and stamp**

Date:

Place:

ANNEXURE-II

**(To be kept duly signed in Envelope – 2 – Financial Bid for Hiring of Flex Material for
BRM & Other Festivals**

S.No.	Nature of Work with specification	Rates per Sq.ft Rs.
1	Normal Flex multicolor digital Matt printing– 280 gsm	
2	Star Quality Flex multicolor blackout digital Matt printing –300 gsm	
3	Flex digital printing with mounting, Iron Frame (On Rent Basis) with installation	
4	Flex Backdrop Hoarding, Standy Installation	
5	Black out Media digital Printing matt star	
6	Matt star finish white Media digital printing	
7	Back light Media Print Star	
8	Vinyl (LG Brand) Digital Printing	
TOTAL:		

Note: 1. The bidder has to quote the rates of all the items. The L1 will be decided based on the unit value of each item added together. In case the rates of any item quoted by L1 are higher, the lowest rate of that item quoted by other bidders will be paid to L1.

In case of any doubt, the probable bidders can approach the NSD Administration (Dy. Registrar), before submitting their quotations. However, any ambiguity left even after that, the decision of the Tender Committee for arriving at L1 will be final. No change etc. in any case will be allowed. NSD may reject the bid and go for fresh bid if deemed necessary.

2. GST as applicable will be paid extra. However, no other charges i.e transportation, etc. will be paid.

**Signature of the Bidder
Name of the firm and stamp**

Date:

Place: