

राष्ट्रीय नाट्य विद्यालय
(भारत सरकार के संस्कृति मंत्रालय का एक स्वायत्त संस्थान)
बहावलपुर हाउस, भगवानदास रोड, नई दिल्ली – 110001

उपस्कर समर्थन हेतु निविदा सूचना

राष्ट्रीय नाट्य विद्यालय (NSD), भारत सरकार के संस्कृति मंत्रालय के अधीन एक स्वायत्त संस्थान है। जो कि नई दिल्ली में 01 फरवरी से 21 फरवरी, 2020 तक अंतर्राष्ट्रीय रंगमंच महोत्सव, 2020 (BRM) का आयोजन कर रहा है। जिसके लिए प्रतिष्ठित फर्मों / एजेंसियों से उपस्कर समर्थन का कार्य करने के लिए सील बंद निविदाएं आमंत्रित की जाती हैं:-

इच्छुक फर्म/एजेंसी अपनी सीलबंद निविदाओं को दो बोली (तकनीकी बोली और वित्तीय बोली) प्रणालियों में प्रस्तुत कर सकती हैं। निविदा दस्तावेज रा.ना.वि. की वेबसाइट: www.nsd.gov.in से डाउनलोड किया जा सकता है। निविदा भेजने की अंतिम तिथि 14.01.2020 सायं 03:00 बजे तक है।

निदेशक, रा.ना.वि., बिना कोई कारण बताए किसी भी या सभी निविदाओं को स्वीकार / अस्वीकार करने का अधिकार सुरक्षित रखते हैं।

रजिस्ट्रार

National School of Drama

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

Tender Notice for Logistics Support

National School of Drama (NSD), an Institute under Ministry of Culture is organizing International Theatre Festival of India, 20th Bharat Rang Mahotsav (BRM) from 1st February to 21st February, 2020 in New Delhi. Sealed tenders are invited for hiring of Logistics Support from the reputed Firms /Agencies.

Interested firms may submit their sealed tenders in two bid systems, as per Terms and Conditions of the Tender document. The Tender Document may be downloaded from our website: www.nsd.gov.in. Last date for submission of bids is 14.01.2020 by 03:00 p.m.

The Director, NSD, reserves the right to accept/reject any or all the tenders without assigning any reason.

Registrar

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 DOCUMENT FOR LOGISTICS SUPPORT

National School of Drama invites sealed tenders from reputed and experienced Firm/Agency for providing Logistics Support for holding International Theatre Festival of India, 20th Bharat Rang Mahotsav (BRM) to be held **from 1st February to 21st February, 2020 in New Delhi**. 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 parties fulfilling necessary eligible criteria may submit their formal bids as per the terms & conditions mentioned below:-

1. Pre-qualifications for tenderers for Technical Bid

Bidders are required to submit the following information/documents in Annexure - 1:

- (i) Name of Bank and Account No., IFSC Code of the firm
- (ii) Copy of PAN No. of the firm.
- (iii) Copy of GST Registration Certificate/No.
- (iv) The bidder should have experience in the relevant field having proper licences, permits etc.
- (v) Names of two government organizations / PSUs / other reputed establishments for which the firm has done jobs, along with work order.
- (vi) The annual turnover of the transport firm should not be less than 30 lakh per annum.
- (vii) The tenderer shall submit a certificate duly certified and issued by a Chartered Accountant indicating the annual turnover for the firm for the last two Financial years 2017-18 & 2018-19.
- (viii) The tenderer shall submit a certificate stating that they have never been debarred/blacklisted by any Government/ PSU's etc.
- (ix) Demand Drafts for the cost of tender and earnest money deposit.

2. Cost of Tender and submission of tender documents

- i. Cost of the Tender : Rs.500/-
- ii. Earnest Money and Security Deposit : Rs.25,000/-
- iii. Procedure for submitting the bids : Two bid system
- iv. The tender in the prescribed format should be addressed to the Registrar, NSD giving indication that it contains the tender under sealed cover. This is a two bid system. The first cover shall be super scribed **Tender for Logistics Support Technical Bid (Annexure - 1)**. The second cover shall be super scribed **Tender for Logistics Support Financial Bid (Annexure - II)**.
- v. Both these envelopes after being sealed properly shall be put into a third envelope, which should also be sealed before it is sent / submitted. The third sealed cover shall be addressed to the Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi – 110001. This cover should be super scribed **“Tender for Logistics Support.”**

3. Earnest Money Deposit

- (i) Earnest Money Deposit (EMD) amount of Rs.25,000/- (Rupees Twenty Five thousand only) for each tender shall be submitted along with the offer(Technical Bid). The EMD shall be in the form of a cross demand draft drawn in favour of Director, NSD payable at New Delhi. The tender not accompanied by the EMD shall be summarily rejected.
- (ii) No interest shall be paid by NSD 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 his offer.
- (iv) The EMD of successful tenderer will, may be retained as performance security, till 31.12.2020.
- (v) EMD of all un-successful tenderers will be returned within a reasonable time period after a decision is taken on the tender enquiry.

4. Scope of Work

The selected firm/agency shall be responsible to :-

- (i) Pick up the group/artist from Station/Airport and drop at their respective hotels.
- (ii) Pick up the group/artist from hotel and taking to the respective auditoriums for performances/shows.
- (iii) Pick up the group/artist from respective auditorium and drop back at hotel.
- (iv) Drop the group/artist safely at station/airport, after performances.
- (v) To provide services of qualified, experienced, well dressed, polite and well behaved persons who can manage pick up and drop of artist at their destination properly.
- (iv) Location of hotels are in and around Cannaught Place while the locations of auditoriums are around Mandi House, New Delhi

5. Evaluation of Tender

- (i) The tender will be evaluated by a committee.
- (ii) The Technical Bid will be opened in the first instance in the presence of the tenderers or their representatives who wish to be present. Only one authorized representative per tenderer, will be permitted to be present at the time of opening of tender.

- (iii) The financial bids of the tenderers will be opened, in presence of members of the committee duly constituted by the Director, NSD.
- (iv) 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 year.

6. Payment Terms

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

7. Duration/Period of Contract

The approved tender will be valid for the period from January - 2020 to 31.12.2020

8. Termination of Contract

In case of any default by the Agency/Company, 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 Agency/Company. 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 hotelier.

9. 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 notice 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 to the Director, NSD requesting 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 New Delhi.
- (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.

10. Penalty

In case, if at the last moment the Agency/Company denies or committed any default, NSD shall at its discretion forfeit the EMD.

Technical Bid for Logistics Support.**(To be kept in Envelope -1)**

S. No.	Description of item	
1.	Name and complete address of the firm/agency	
2.	Name, contact number & e mail address of the representative of the firm/agency	
3.	Names of two government organizations/ PSUs, etc. for which the firm has done the similar jobs. Copies of work orders to be attached	
4.	Annual Turnover (Rs.30 lakh) per year, for the last two years 2017-18 & 2018-19. Certificate issued by Chartered Accountant, to be attached.	Yes/No
5.	GST Number & copy of registration certificate to be attached	Yes/No
6.	PAN no., copy to be attached	Yes/No
7.	D.D. nos.& dates i) Cost of tender Rs. 500/- ii) EMD Rs.25,000/-	
8.	Bank Details i) Name of the Bank ii) Name of the Account Holder iii) Nature of Account & Number iv)IFSC code of the Bank	
9.	Firm should not be black listed in the past by any Govt. Department/PSU to this effect a certificate may be enclosed.	

Declaration

I hereby certified that the information furnished above is true and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Department in future.

Date**Signature of bidder
with stamp**

FINANCIAL BID**HIRING OF LOGISTICS SUPPORT**

SI No	Specification	With Transport Charges in Rs.	Without Transport Charges in Rs.
1	Per Group		
2	Lump Sum for entire festival, approx.80-90 Groups consisting 20-25 artists per group		

Note:- GST as applicable will be paid extra.

The selected firm/agency shall be responsible to :-

1. Pick up the group/artist from Station/Airport and drop at their respective hotels.
2. Pick up the group/artist from hotel and taking to the respective auditoriums for performances/shows.
3. Pick up the group/artist from respective auditorium and drop back at hotel.
4. Drop the group/artist safely at station/airport, after performances.
5. To provide services of qualified, experienced, well dressed, polite and well behaved persons who can manage pick up and drop of artist at their destination properly.

Date :

Place:

Signature of the Bidder
Name of the firm and stamp