

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

The Director, National School of Drama, invites tenders from reputed **Delhi-based firms/parties/printers** for executing various **printing jobs** for 21st Bharat Rang Mahotsav 2020 being organized by NSD from 1st February to 21st 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**.

1. Pre-qualifications for tenderers for technical evaluation

Bidders are required to submit the following information/documents:

- a) Name of Bank and Account No.
- b) Copy of PAN No. of the firm.
- c) Copy of GST No.
- d) Copies of Income Tax Returns for last two years + two DDs towards cost of form & EMD.
- 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 has done printing jobs, along with work order.
- g) The firm should have done similar type of urgent jobs with a single order of minimum Rs.10.00 lacs or two work orders of Rs.5 lacs each. Please attach work order.
- h) The firm should have a turnover of more than Rs.50 lacs in each financial year. The tenderer shall submit a balance sheet or certificate duly certified by a Chartered Accountant indicating the annual turnover for the last two years FY- 2017-18 & 2018-19.
- i) 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 : 03 Jan',2020 upto 1500 hrs
- iii) Date & Time of opening of technical bid : 03 Jan',2020, 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 Printing Jobs**', 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 Printing Jobs**'. Both these envelopes shall be put into a third envelope which shall be sealed and super scribed '**Tender for Printing Jobs**', and addressed to the **Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi 110 001**.

- 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 twenty five thousand only) 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 printing 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-bid system.
- ii) The technical bid shall be opened in the presence of their representatives on the specified date and time at the office of the National School of Drama.
- 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 Deducted at Source as applicable from time to time.

6. Termination of Contract

- i) In case of any default by the printing agency 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 7 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.

7. 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 on 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.

8. 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 printing job)

S. No.	Description of item	Details
1.	Name and address of the printing press/firm	
2.	Name, contact number & e mail address of the representative of the printing press	
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/has done printing jobs. Copies of work orders to be attached.	
5.	The firm should have done similar type of jobs with a single order of minimum Rs.10 lacs or two work order of Rs.5 lacs each. Attach copy of work order.	
6.	Turnover, year-wise, for the last two years F.Y-2017-18 & 2018-19. Documents to be attached.	
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/-	
10.	Bank Details i) Name of the Bank ii) Name of the Account Holder iii)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 printing job)

S.No.	ITEMS & SPECIFICATIONS	Qty.	Rates
1.	POSTER SIZE: 11.5” X 17.5” COLOR : 4+0with Aquous coating PAPER: 170 gsm Magno Art Paper with adhesive strip	1000	
2.	POSTER SIZE: 19” x 29” COLOR: 4+0 with Aquous coating PAPER: 225gsmMagno Art Paper with adhesive strip	500	
3.	INVITATION CARD * (The specs for this might change) OPEN SIZE: 16” x 7” CLOSED SIZE: 8” x 7” COLOR: 4+4 PAPER: Rendezvous Super White (240gsm X 2 pasted card) 480gsm with spot UV, Aquous coating& silver foil, on cover 2 - 3 fold COLOUR: 4+4	1000	
4.	ENVELOPES for INVITATION CARDS (The specs for this might change) CLOSED SIZE:8.25” x 7.25” and according to invitation card PAPER: Rendezvous Super White 160gsm with one UV COLOUR: 4+0with Aquous coating FAB: Pre gummed flap	1000	
5.	TICKETS (Manual) SIZE: 9.5” X 3.25” COLOR: 4+0 duly numbered with 2 counter file with 4 different denomination with Aquous coating PAPER: 200gsm imported Ivory	5000	
6.	COMPUTERIZED TICKETS SIZE: 7.5” x 4” COLOUR: 4+0with Aquous coating PAPER: Sunshine Super printing 120 gsm duly numbered	15000	
7.	PRESS DOCKET FOLDERS OPEN SIZE: 18.75” x 12.25” CLOSED SIZE: 9.25” x 12.25” PAPER: Rendezvous Super White 270 gsm with two pockets	500	

	COLOUR: 4+4 with spot UV and Aquous coating		
8.	SCHEDULES - front and back Hindi / English OPEN SIZE: 8.5" x 24" CLOSED SIZE: 4" x 8.5" No of Fold: 5 PAPER: 130 MagnoArt Paper COLOUR: 4+4with Aquous coating	15000	
9.	LETTERHEAD SIZE: A4 PAPER: 105gsmRendezvous Super White/ contrast laid COLOUR: 4+0	3000	
10.	ENVELOPES for LETTER HEADS SIZE: 9" x 4" COLOR: 4+0 PAPER: 105gsm Rendezvous Super White FAB: Pre gummed flap	3000	
11.	INAUGURAL BROCHURE OPEN SIZE: 16" x 11.75" CLOSED SIZE: 8" x 11.75" PAPER: Inside: Rendezvous Super White 190gsm Cover: Rendezvous Super White 240 gsm COLOR:4+4, 16 pages Aquouscoating along spot UV and silver foil on cover [Please quote for additional \pm 4 pages] BINDING: Centre stitching COATING: Aquous coating on all inside pages	500	
12.	MAIN BROCHURE OPEN SIZE: 19" x 9" CLOSED SIZE: 9.5" x 9" Color: 4+4 PAGES: 252 + 4 (can change give costing for additional \pm 4 pages) PAPER: COVER: 300 gsm magno matt with matt lamination Or Rendezvous Super White 270 gsm in 4 colour with spot UV INSIDE PAPER: Magno Art Paper 170gsm, OR Glodeultra white 120gsm BINDING: perfect binding section swing COATING: Aquous coating on all inside pages	300 (Eng) + 200(Hindi)	
13	DAILY PROGRAMME - English and Hindi SIZE: 9.5" x 9" PAGES: 4 No of Fold: 1 COLOR: 4+4	500 (Eng) + 300(Hindi) For 105 plays	

	PAPER: 170gsmMagno Art Paper with Aquous coating		
14	CD LABEL + CD ENVELOPE SIZE:4.5"x4.5" label (on sticker paper), CD Envelope: Closed Size: 5"x5" PAPER: Rendezvous 190 gsm with Aquous coating	500	
15	NOTE PADS SIZE: 6 x 8.5 COVER: 270gsmMagno art Paper with Aquous coating INSIDE PAPER: 100gsmMaplitho COLOUR:4+0 of 40 pages BINDING: Wiro	1000	
16	FESTIVAL TEAM BADGES SIZE: 3.5 x 5 PAPER: 300gsmMagno Art COLOUR: 4+4 front and back with different photos With thick plastic cover and printed lanyard	1500	
17	CERTIFICATE SIZE: 12 x 8.25 PAPER: Rendezvous Super white270gsmwith Aquous coating COLOUR :4+0	2500	
	Total		

Note:

GST will be paid as applicable. However, no other charges or transportation charges etc. will be paid.

Date
Place:

Signature of bidder
with stamp