

**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/companies** for **Hiring of Light/Sound/Camera Equipments** for 21<sup>st</sup> Bharat Rang Mahotsav 2020 being organized by NSD from 1<sup>st</sup> February to 21<sup>st</sup> February, 2020 or any other festival thereafter. 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** (1-6).

**1. Pre-qualifications for tenderers for technical evaluation**

**Bidders are required to submit the following information/documents:**

- i) Name of Bank and Account No.
- ii) Copy of PAN No. of the firm.
- iii) Copy of GST No.
- iv) Copies of Income Tax Returns for last two years
- v) The bidder should have experience in the relevant field(s).
- vi) Names of three government organizations / PSUs / other reputed establishments or cultural institutions for which the firm has done jobs, along with work order.
- vii) 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 copies of work order(s)  
The firm should have a turnover of more than Rs.25 lacs in each financial year.
- viii) 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.
- ix) 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 : 30<sup>th</sup> December, 2020 upto 1500 hrs
- iii) Date & Time of opening of technical bid : 30<sup>th</sup> December, 2020, 1530 hrs
- iv) This is a two-bid systems. The first envelope containing the Technical Bid shall be sealed and super scribed '**Technical Bid for Hiring of Light/Sound Equipments**', 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 Light/Sound Equipments**'. Both these envelopes shall be put into a third envelope which shall be sealed and super scribed '**Tender for Hiring of Light/Sound Equipments**', 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.
- vii) In the Financial Bid, the prices should be quoted inclusive of all charges except GST. GST will be paid extra.
- viii) Annexure 1 to 6 all or as per job of the party.

### **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 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.

### **5. Payment Terms**

The payment may be made within 30 days of the submission of bill after statutory deductions like Tax Deducted at Source as applicable from time to time and will be subject to verification of work by a duly constituted Committee for this purpose.

## **6. Termination of Contract**

- i) In case of any default by the firm 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 Hiring of Light/Sound Equipment**

<b>S. No.</b>	<b>Description of item</b>	<b>Details</b>
1.	Name and address of the party/company/firm	
2.	Name, contact number & e mail address of the representative of the firm.	
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/firm/company where work/jobs were done. Copies of work orders to be attached.	
5.	The firm should have done similar type of work/jobs with a single order of minimum Rs.10 lacs or two work orders of Rs.5 lacs each. Please attach copies of work orders.	
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 and branch ii) Name of the Account Holder iii) Account Number iv) IFSC code of the Bank v) PFMS Unique id if known.	

**Place**

**Date**

**Signature of the authorized person  
With seal**

**(To be kept duly signed in Envelope 2 – Financial Bid for Hiring of Light /Sound Equipment**

**Hiring of Video equipments towards the Subtitling needs**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty (Unit)</b>	<b>Rates ( Rs.)</b>
<b>01.</b>	60" LCD/Plasma (with stand)	2	
	Laptop (Windows-7, Process.I <sub>3</sub> , 4 GB RAM, HD 500 GB, ATI Radeon Graphic)	1	
	VGA Switcher	1	
	Long VGA Cables (25 to 50 M)	2	
	Short Cable (5 M)	1	
	Other Accessories	-	
<b>02.</b>	50" LCD/Plasma (with stand)	2	
	Laptop (Windows-7, Process.I <sub>3</sub> , 4 GB RAM, HD 500 GB, ATI Radeon Graphic)	1	
	Switcher VGA	1	
	Long VGA Cables (25 to 50 M)	2	
	Short Cable (5 M)	1	
	Other Accessories	-	
<b>03.</b>	Projector (6,500 Lumens, Sanyo™ or equivalent)	1	
	Laptop (Windows-7, Process. I <sub>3</sub> , 4 GB RAM, HD 500 GB, ATI Radeon Graphic)	1	
	VGA Switcher	1	
	Long VGA Cable (25 to 50 M)	1	
	Short Cable (5 M)	1	
	Other Accessories	-	
<b>04.</b>	Projector (5,000 Lumens, Sanyo™ or equivalent)	1	
	Laptop (Windows-7, Process. I <sub>3</sub> , 4 GB RAM, HD 500 GB, ATI Radeon Graphic)	1	
	VGA Switcher	1	
	Long VGA Cable (25 to 50 M)	1	
	Short Cable (5 M)	1	
	Other Accessories	-	

N.B. Please quote total price/day against the respective Sl. number ( i.e. price for all the items mentioned under a particular Sl. number in total and not for the individual items).

**Place**

**Date**

**Signature of the authorized person  
With seal**

**Hiring of Sound equipments per item/ day basis****Page- 2**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty (No.)</b>	<b>Rates (Rs.)</b>
01.	C.D. Player (Denon™/Tascam™, Single Tray)	1	
02.	Twin CD Player (Denon™/Tascam™)	1	
03.	Microphone (Shure™ SM 57/58)	1	
04.	Cordless Mic Lapel (UHF, Shure™/Sennheiser™ or equivalent)	1	
05.	Cordless Mic Handset (UHF, Shure™/Sennheiser™ or equivalent)	1	
06.	Foot-Mic Crown PCC –160	1	
07.	Hanging Mic MX 202 /CHM 99(Shure™, AKG™- or equivalent)	1	
08.	Goose neck Mic (Shure™ or equivalent)	1	
09.	Mic (MKH-416, Gun, Sennheiser™)	1	
10.	Condenser Mic (AKG™-451, C-1000 Shure SM81 or equivalent)	1	
11.	Head-Worn Mic (Countryman™ or equivalent)	1	
12.	Drum Kit Mic Set (Shure™, AKG™ or Equivalent)	1	
13.	Effect Processor (Yamaha™, SPX 2000, Lexicon™ or equivalent)	1	
14.	Graphic Equalizer (31 Band Dual Channel) (BSS/DBX)	1	
15.	Mp3 player Sony or equivalent	1	
16.	Guitar Amplifier (Marshall/Fender/Behringer or equivalent)	1	
17.	Analog Mixing Console(Yamaha / Allen & Heath/ Sound craft) 16channel	1	
18.	-Do- 24channel	1	
19.	-Do- 32 channel	1	
20.	-Do- 48 channel	1	

21.	Digital Mixing Console (Yamaha / Allen & Heath/ Sound craft) 16 channel	1	
22.	-Do- 24channel	1	
23	-Do- 32channel	1	
24	-Do- 48channel	1	
25	DI box( BSS/ or equivalent)	1	
26	Monitor speaker ACTIVE(JBL/RCF/D&B)500-750 watts	1	
27	Speaker full range with matching amplifier 1000 watts(JBL/RCF/D&B)	1	
28	Two way speaker (top) 750/1000 watts (JBL/RCF/D&B)(Active) or with matching Amplifier	1	
29	Base bin Sub single 18 inches active 1000 watts (JBL/RCF/D&B)	1	
30	Base bin Sub double 18 inches active 2000 watts (JBL/RCF/D&B)	1	

**Place**

**Date**

**Signature of the authorized person  
With seal**

**Hiring of LED Panels (per item/per day)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty (Unit)</b>	<b>Rates ( Rs.)</b>
<b>01.</b>	<b>P-2</b> LED Panel per square feet With Processor And Other Accessories (Indoor) Full HD	1	
<b>02.</b>	<b>P-3</b> LED Panel per square feet With Processor And Other Accessories (Indoor) Full HD	1	
<b>03.</b>	<b>P-4</b> LED Panel per square feet With Processor And Other Accessories (Indoor) Full HD	1	
<b>04</b>	<b>P-6</b> LED Panel per square feet With Processor And Other Accessories (Outdoor) Full HD	1	

**Place**

**Date**

**Signature of the authorized person  
With seal**

**Hiring of Video Projection Equipments (per item/per day)**

<b>S.no</b>	<b>Particulars</b>	<b>Qty (Unit)</b>	<b>Rates( Rs.)</b>
1.	Projector 3000 lumens (Sanyo™ or Equivalent)	1	
2.	Projector 3000 lumens with Short-Throw Lens (Sanyo™ or Equivalent)	1	
3.	Projector 5500/5000 lumens (Sanyo™ or Equivalent)	1	
4.	Projector 5500/5000 lumens with Short- Throw Lens (Sanyo™ or Equivalent)	1	
5.	Projector 5500/5000 lumens with Ultra Short- Throw Lens (Sanyo™ or Equivalent)	1	
6.	Projector 6500 lumens (Sanyo™ or Equivalent)	1	
7.	Projector 6500 lumen with Short- Throw Lens (Sanyo™ or Equivalent)	1	
8.	Projector 7500/7000 lumens (Sanyo™ or Equivalent)	1	
9.	Projector 7500/7000 lumens with Short- Throw Lens (Sanyo™ or Equivalent)	1	
10.	Projector 10000 lumens (Panasonic™ or Equivalent)	1	
11.	Projector 20000 lumens (Panasonic™ or Equivalent)	1	
12.	Laptop (Windows-7, Process. I3, 4 GB RAM, HD 320 GB,	1	

	ATI Radeon Graphic)		
13.	Video Monitors 9" (Sony™)	1	
14	Video Mixer (DATA Video Mixing with 4 composite inputs)	1	
15	Seamless-Switcher (VGA composite & component inputs, Kramer™ or Equivalent)	1	
16	VGA Switcher (4 Input & 2 Output)	1	
17	Video Distributor Amplifier (1 in 4 out)	1	
18	VGA Cable (50 M)	1	
19	VGA Cable (30 M)	1	
20	RCA-to-RCA Cable (50 M)	1	
21	RCA-to-RCA Cable (30 M)	1	
22	RCA-to-BNC Cable (50 M)	1	
23	RCA-to-BNC Cable (30 M)	1	
24	Camera (Sony™ PMW-300 with accessories)	1	
25	DVD Player (Sony™/Samsung™/LG™)	1	
26	Video Shutter (Dmx Control)	1	

**Place**

**Date**

**Signature of the authorized person  
With seal**

**Hiring of LCD TVs (per item/per day)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Qty (Unit)</b>	<b>Rates( Rs.)</b>
01.	65' LCD TV with Stand	1	
02.	60' LCD TV with Stand	1	
03.	50' LCD TV with Stand	1	
04.	42' LCD TV with Stand	1	
05.	32' LCD TV with Stand	1	
06.	DVD player (Sony™ or equivalent)	1	
07	90' LCD TV with stand	1	

**Place**

**Date**

**Signature of the authorized person  
With seal**

**Annexure-II-P. 6**

**HIRING OF STAGE LIGHT EQUIPMENTS**

S.NO	Items	Per Unit
01.	PROFILE 750 watt 19 Degree ,26 Degree, 36 Degree, 50 Degree ,with Iris & Go bo holder	
02.	Zoom profile 750 watt (25-50 degree)	
03.	PAR 64 1000 watt (CP-61/CP62)	
04.	LED Cyclorama flood light 3 watt (RGB)	
05.	Moving Head 575 Watt	
06.	Beam light/sharpy 5R), (7R)	
07.	Smoke machine – (DMX)	
08.	Haze Machine – (DMX)	
09.	Low Fog	
10.	LED light (Palco) sgm	
11	Wall washer-RGB. DMX	
12	Blinder – 120V/650 Watt-4	
13	Blinder- RGB-4	

**Place**

**Date**

**Signature of the authorized person  
With seal**