

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 VEHICLES

The Director, National School of Drama, invites tenders from reputed **Delhi-based firms/parties** for hiring of Tempo Travelers, Mini Bus, Vans and Trucks for 21st Bharat Rang Mahotsav, being organized by NSD from 1st 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 (A & B)**.

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 5 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 schedule of submission of tender documents

- i) Cost of Tender : Rs.500/-
- ii) Time and last date of submission of tender : 13th January, 2020 upto 1500 hrs
- iii) Date & Time of opening of technical bid : 13th January, 2020 , 1530 hrs
- iv) This is a two-bid system. The first envelope containing the Technical Bid (As per Annexure 1) shall be sealed and super scribed '**Technical Bid for hiring of Vehicles** and shall also contain the bank draft for the Tender fee & Earnest Money Deposits etc. The second envelope containing the Financial Bid (As per Annexure II A & B) shall be sealed and super scribed '**Financial Bid for hiring of Vehicles**. Both these envelopes shall be put in a third envelope which shall be sealed and super scribed '**Tender for hiring of Vehicles** and addressed to the **Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi 110 001.**

- v) The tenderer may submit bid for all the vehicles or any of the vehicles, as the case may be.
- vi) The Technical Bids shall be opened first 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 for which they should bring proper authority letter from the firm.
- vii) Those who do not meet the requirement 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 reason.

3. Earnest Money Deposit

- i) Earnest Money Deposit (EMD) of **Rs. 20,000/- (Rupees Twenty 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 bank draft, drawn in favour of **Director, National School of Drama**, payable at New Delhi. No interest shall be paid by the National School of Drama on the EMD.
- ii) The EMD deposited is liable to be forfeited, if the tenderer withdraws or amends impairs or derogates from the tender condition in any respect.
- iii) The EMD of successful tenderer will be returned after the validity period of the tender.
- iv) The EMD of all unsuccessful tenderers will be returned within a reasonable time period after a decision is taken on the bids.

4. Terms & Conditions of the Contract

- i) The mileage for billing purpose will be calculated from NSD to NSD and not from Garage to Garage.
- ii) The transporter shall appoint experience and skillful drivers with valid driving license and they should be their employees.
- iii) Obtaining the necessary permission/approval of the concerned State police/appropriate authorities shall be the responsibility of transporter.
- iv) The firm will obtain the required clearance from the concerned authorities for plying the vehicles on the routes, as specified, as also for parking of the vehicles at the respective, Railway Stations/Air Port/ and the parking areas specified near in NSD premises.
- v) No parking fee will be paid by NSD
- vi) The firm from where the vehicles will be hired for the festival requirements will be responsible for any mis-happening while on journey of the team in their vehicles.
- vii) The vehicles should conform to the Pollution norms/insurance etc. prescribed by the Transport Department of Government of NCT of Delhi.

- viii) In case of breakdown of any vehicle, the transporter shall replace the breakdown vehicle within one hour failing which the NSD has the right to hire vehicle from any other sources at the expense of the transporter.
- ix) Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the transporter.

5. Evaluation of Tender

- i) 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.
- ii) 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. Any attempt to bring pressure of any kind by the firm will disqualify the tenderer for the present tender.

6. Payment Terms

The payment will be made within 30 days of the submission of bill after verifying the satisfactory services and Tax Deduction at Source as applicable from time to time.

7. Duration/Period of Contract:

The tender will be valid for a period of one year from the date of award of work.

8. Termination of contract for Award of work

- i) In case of any default by the firm in any of the terms & conditions (whether General or Special), NSD may without prejudice to any other right/remedy which shall accrue 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.

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 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.

10. Penalty: In case, if the firm does not provide satisfactory services or denies to provide their services, NSD shall at its discretion forfeit the EMD of the firm.

Technical Bid for hiring of Vehicles**(To be kept in Envelope -1)**

S. No.	Description of item	
1.	Name and complete address of the firm/ transport company	
2.	Name, contact number & e mail address of the representative of the agency/ supplier/transport company	
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, year-wise, 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.20,000/-	
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 For Hiring of AC Vehicles

(To be kept in Envelope 2)

Description	Van AC	Deluxe bus AC (2x2 seater) 35 seater	Deluxe bus AC 50 seater	Tempo Traveller AC 17 seater	Tempo TravellerAC 27 seater
8 hrs 80 kms					
24 hrs					
Rates for Extra kms over & above 80 kms					
Rates for extra per hour					
For outstation usage charges per day with minimum kms					
Night halt charges per night					
Airport pickup/dropping					
Railway station pickup/dropping					
(Old Delhi)					
(New Delhi)					
(Nizamuddin)					
(Anand Vihar)					
(Sarai Rohilla)					

Note:-

1. Rate should be quoted in Indian Rupees only.
2. GST as per rule would be paid extra.

Date :

Signature of the Bidder
Name of the firm and stamp

Financial Bid For Hiring of Non-AC Vehicles

(To be kept in Envelope 2)

Description	Van Non-AC	Deluxe bus Non-AC (2x2 seater) 35 seater	Deluxe bus Non-AC 50 seater	Tempo Traveller Non-AC 17 seater	Tempo Traveller Non-AC 27 seater	Truck
8 hrs 80 kms						
24 hrs						
Rates for Extra kms over & above 80 kms						
Rates for extra per hour						
For outstation usage charges per day with minimum kms						
Night halt charges per night						
Airport pickup/dropping						
Railway station pickup/dropping						
(Old Delhi)						
(New Delhi)						
(Nizamuddin)						
(Anand Vihar)						
(Sarai Rohilla)						

Note:-

1. Rate should be quoted in Indian Rupees only.
2. GST as per rule would be paid extra.

Date :

Signature of the Bidder
Name of the firm and stamp