

राष्ट्रीय नाट्य विद्यालय

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

होटल आवास हेतु निविदा सूचना

राष्ट्रीय नाट्य विद्यालय द्वारा 1 फरवरी से 21 फरवरी, 2020 तक 21 वां भारत रंग महोत्सव (BRM) आयोजित किया जाएगा, जिसमें राष्ट्रीय / अंतर्राष्ट्रीय प्रतिभागियों के लिए होटलो में आवास हेतु (22 दिनों के लिए 30 से 40 कमरे) किराए के लिए सीलबंद निविदाएं आमंत्रित की जाती हैं। होटल की दूरी राष्ट्रीय नाट्य विद्यालय कार्यालय, बहावलपुर हाउस, नई दिल्ली – ११०००१ से 5 से 6 कि.मी. के दायरे में स्थित होनी चाहिए। होटल पंजीकृत एवं कम से कम 3 स्टार (***) रैंकिंग वाले होने चाहिए।

इच्छुक होटल व्यवसायी अपनी सीलबंद निविदाएं दो बोली प्रणालियों में जमा कर सकते हैं। निविदा प्रस्तुत करने की अंतिम तिथि 17 जनवरी, 2020 अपराह्न 3:00 बजे तक है। निविदा दस्तावेज राष्ट्रीय नाट्य विद्यालय की वेबसाइट www.nsd.gov.in पर उपलब्ध है।

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

Sealed tenders are invited for **Hiring of Accommodation in Hotels** (30 to 40 rooms for 22 days) from registered Hotelier having ranking at least **3 star (***)** located in Delhi (within a radius of 5 to 6 K.M. from the NSD office, Bahawalpur House, New Delhi – 110001) for National/International participants of 21st Bharat Rang Mahotsav (BRM) to be held from 1st February to 21st February, 2020 in Delhi. NSD require rooms in hotel as per Annexure-II of tender document.

Interested hotelier may submit their sealed tenders in two bid systems. Last date for submission of tender is 17th January, 2020 by 3:00 p.m. The tender document is available on our website www.nsd.gov.in

Registrar

TENDER DOCUMENT

FOR HIRING OF ACCOMMODATION IN HOTELS

Sealed tenders are invited for hiring of accommodation in hotel (30 to 40 rooms for 22 days) from registered Hotelier having ranking at least 3 star (***) located in Delhi, for National/International participants 21st Bharat Rang Mahotsav (BRM) to be held from 1st February to 21st February, 2020 in Delhi. NSD require rooms in hotel as per Annexure-II of tender document. Distance of the Hotel should be within a radius of 5 to 6 K.M. from the NSD office, Bahawalpur House, New Delhi - 110001. The package shall include breakfast, complimentary services like Tea/coffee maker, English/Hindi Newspaper and two bottles of mineral water per day in a room.

2. Pre-qualifications for tenderers for technical evaluation

- (i) The hotel should have been authorized at least 3 star (***) by the concerned competent authority.
- (ii) The hotelier may have experience of hosting foreign delegation. An experience certificate issued by the Ministry/Department/Govt. organisation may be attached with the bid.
- (iii) The hotel should be within a radius of 5 to 6 K.M. from NSD office.
- (iv) The tenderer shall submit a certificate stating that hotel has never been debarred / black listed/sought arbitration by any Govt./PSU. If it is found that the Self Certificates by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited.
- (v) The Hotel must fulfill all the legal/statutory requirements of the Govt. such as fire, NGT, Delhi Police, MCD/NDMC etc. The owner must submit an undertaking in this regard.
- (vi) Parking facility for buses and small vehicles should be available.
- (vii) Copy of GST no. and PAN no should be attached with Annexure -1.
- (viii) The team from NSD may visit each hotel and inspect the facilities available for the guests. The financial bid of hotel will be opened on acceptance of technical bid if, the NSD team is satisfied with the facilities.
- (ix) The bidders, who do not meet the eligibility criteria, or do not submit all the necessary documents in support of the eligibility criteria or do not submit documents that are complete and valid – shall be disqualified.

3. Cost of Tender and schedule of submission of tender documents

- | | |
|--|--------------------------|
| (i) Cost of the Tender | :Rs.500/- |
| (ii) Earnest Money Deposit | : Rs. 25,000/- |
| (iii) Time and last date of receipt of tender documents | :1500 hrs on 17.01.2020 |
| (iv) Time and date of opening of technical bid | :15:30 hrs on 17.01.2020 |
| (v) Procedure for submission of the bids | :Two bid system |
| (vi) The tender in the prescribed format Annexure - I & II should be submitted in sealed cover addressed to the Registrar, NSD, New Delhi – 110001. This is a two bid system. The first cover shall be super scribed Tender for Technical Bid . The second cover shall be super scribed Tender for Financial Bid . | |

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 Hiring of hotel accommodation**’.

4. Earnest Money Deposit

- (i) Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five thousand only) shall be submitted along with the offer. 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) The EMD shall remain deposited with the NSD during the period of validity of the offer.
- (iii) No interest shall be paid by NSD on the EMD for the above said period.
- (iv) 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.
- (v) The EMD of successful tenderer shall be retained as performance security, which will be returned after the termination of contract period of tender.
- (vi) EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.

5. Evaluation of Tender

- (i) The tender will be evaluated by a committee.
- (ii) Technical Bids will be opened first in the presence of representative of tenderer, if any. The financial bids will be opened only for those tenderers, who will qualify the conditions for pre-qualification of technical bids.
- (iii) The financial bids of the tenderers shall be opened on a specific date and time at the office of NSD, in presence of representative if any.
- (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 years.
- (v) The team from NSD may visit each hotel and inspect the facilities available for the guests. The financial bid of hotel will be opened on acceptance of technical bid if, the NSD team is satisfied with the facilities.

6. Payment Terms

Payment shall 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 tender will be valid for the period from 20.01.2020 to 31.12.2020

8. Termination of Contract

In case of any default by the hotelier, 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 hotelier 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 hotelier denies even committed rooms, NSD shall at its discretion accommodate its guests at any other suitable hotel of equivalent standard or higher category and debit the cost with a penalty for such denial @ Rs. 2,000/- for AC & double bed (Deluxe) room and @ Rs. 1,000/- for other category of rooms per day basis.

Annexure – I (To be kept in Envelope -1)

Technical Bid for Hotel Accommodation

S. No.	Description of item	
1.	Name of the Hotel with full address.	
2.	Category of the Hotel(Star ranking)	
3.	Total Number of rooms available in Hotel	
	i) AC	
	ii) Non AC	
4.	Distance of the Hotel from Airport	
5.	Distance of the Hotel from NSD office	
6.	GST Number	Copy should be attached
7.	PAN no.	Copy should be attached
8.	Certificates of legal/statutory requirements issued by the Govt. organizations.	Copies should be attached
9.	Hotel has never been black listed/debarred by any Govt. organization.	Undertaking to be attached
10.	D.D. nos.& dates	
	i) Cost of tender form Rs. 500/-	
	ii) EMD form Rs. 25,000/-	
11.	Bank Details	
	i) Name of the Bank	
	ii) Name of the Account Holder	
	iii)Account Number	
	iv)IFSC code of the Bank	

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 firm/Hotel will be blacklisted and will not have any dealing with the Department in future.

Date

Signature of bidder with stamp

Annexure II (To be kept in Envelope-II)

FINANCIAL BID FOR HOTEL ACCOMODATION

S. No.	Description of Items	Base Fare	GST	Total in Rs.
1.	Room Rent per day (24-hours check-in and check-out)			
	i. Single occupancy (a) A.C. (b) Non A.C.			
	ii. Double Occupancy (a) A.C. (b) Non A.C			
	iii. Deluxe Room (a) Single occupancy (b) Double Occupancy			
2.	Amount for one major-meal (Lunch/Dinner)			

Note:- 1.The package shall include breakfast, complimentary services like Tea/coffee maker, English newspaper and two bottles of mineral water per day in a room etc.

2. Separate form should be submitted for each city, if the hotelier is having their establishment in more than city

Date:

Signature of Bidder
with stamp

Place: