



Basic Details

Organisation Chain	National School of Drama NSD Store		
Tender Reference Number	NSD/GUESTHOUSE/2021-2022/347		
Tender ID	2021_NSD_614193_1		
Tender Type	Open Tender	Form of contract	Rate Contract
Tender Category	Services	No. of Covers	1
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline	S.No	Instrument Type
	1	As Per Tender Document

Cover Details, No. Of Covers - 1

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical/Finance	.pdf	As Per Tender Document
		.xls	As per Tender Document

Tender Fee Details, [Total Fee in ₹ * - 250]

Tender Fee in ₹	250	Fee Payable To	DIRECTOR, NATIONAL SCHOOL OF DRAMA	Fee Payable At	NEW DELHI
Tender Fee Exemption Allowed	No				

EMD Fee Details

EMD Amount in ₹	25,000	EMD Exemption Allowed	No
EMD Fee Type	fixed	EMD Percentage	NA
EMD Payable To	DIRECTOR, NATIONAL SCHOOL OF DRAMA	EMD Payable At	NEW DELHI

Work /Item(s)

Title	Quotation for NSD Guest House				
Work Description	As Per Tender Document				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Allotment of Space	Sub category	Quotation for NSD Guest House
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	1095
Location	NATIONAL SCHOOL OF DRAMA , NEW DELHI	Pincode	110001	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	N.S.D. NEW DELHI

Critical Dates

Publish Date	14-Jul-2021 11:00 AM	Bid Opening Date	03-Aug-2021 04:00 PM
Document Download / Sale Start Date	14-Jul-2021 11:00 AM	Document Download / Sale End Date	03-Aug-2021 03:00 PM
Clarification Start Date	14-Jul-2021 11:00 AM	Clarification End Date	02-Aug-2021 06:00 PM
Bid Submission Start Date	14-Jul-2021 11:00 AM	Bid Submission End Date	03-Aug-2021 03:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	As Per Tender Document	287.22

Work Item Documents

S.No	Document Type	Document Name	Description	Document Size (in KB)
1	Additional Documents	GUEST HOUSE.pdf	As per tender document	287.22

Tender Inviting Authority

Name	REGISTRAR
Address	NSD, NEW DELHI

Tender Creator Details

Created By	ASHISH NAMDEV
Designation	LOWER DIVISION CLERK
Created Date	13-Jul-2021 02:26 PM

**NATIONAL SCHOOL OF DRAMA
BAHAWALPUR HOUSE, BHAGWAN DAS ROAD,
NEW DELHI-110001**

TENDER DOCUMENT FOR PROVIDING LEASE ACCOMMODATION FOR RESIDENTIAL GUEST HOUSE.

National School of Drama (NSD), an autonomous institute under Ministry of Culture, Govt. of India, invites sealed tenders in two bids system for residential accommodation on lease basis for guest house within a radius of 5 kilometres from its office for a period of at least 3 years, as per following details:-

Purpose of Residence	No. of Rooms required	Total Living Area
Guest House	3-5 Rooms (with attached bathrooms and toilets) Living Room, Kitchen etc.	160-200 Sq. mtrs (Approx)
Servant's Quarters	1 Bed Room with wash room	30 Sq. mtrs (Approx)

Last Date of Submission of Tender: 3rd August, 2021 up to 3:00 PM

Date of Opening of Technical Bids:3rd August, 2021 at 4.:00 PM

2. TERMS & CONDITIONS

2.1 The accommodation offered should be preferably on ground floor. In case, multiple floors are offered, it should be on continuous floors with provision for dedicated entry for movement between the multiple floor.

2.2 If the accommodation offered is in a multi-storey building, appropriate provisions for lift should be available.

2.3 The location for office accommodation should be in the nearby vicinity of NSD existing office-i.e within a radius of 5 kilometres.

2.4 Adequate space for parking should be available to park about 3 cars.

2.5 The accommodation offered should have adequate power back-up.

2.6 The accommodation should have provision for attached toilets and washrooms with 24 hours water supply.

2.7 There should be appropriate provisions/arrangements for periodic maintenance (civil/electrical wear & tear as well as whitewashing /painting etc) of the building/property offered. White washing of the building will mandatorily be done at least once in a year preferably in the month of June or as and when required by the authorised committee of the NSD.

2.8 The responsibility for payment of all kind of taxes such as property tax, Municipal tax etc. in connection with the property offered shall be of the owner/bidder.

2.9 Possession of the accommodation will be handed over to NSD by the owner within 30 days from the date of award of tender. The rent shall be payable from the date of possession of the accommodation.

2.10 The accommodation offered should have adequate security cover including CCTV coverage and fire safety measures installed and proper fire exits properly marked as such, as per the requirements of Delhi Fire Service.

2.11 The accommodation offered should be free from any liability and litigation with respect to its ownership, lease/renting and there should be no pending payments against the same.

2.12 The tender will be acceptable only from original owner of the building/property. NSD will not pay any Brokerage for the offered property. The owner shall enclose copy of ownership of property to be offered, with the tender document and original of those documents may be called for verification purpose by NSD at the time of final scrutiny of documents/ finalisation of Contract. If the property offered is a joint property or have more than one owner/stake holder then, the bidder shall produce no objection certificate from all the other stake holders of the property in addition to Special Power of Attorney in his favour from all other stake holders of the property authorising him to do all the necessary negotiation/documentation with NSD.

2.13 The Bidders should give rates, showing taxes, if any, separately.

2.14 Overwriting, alterations of rates in the Bids should not be accepted.

2.15 No tender will be accepted by Fax, E-mail or any other such means, except by hand, through Post or Courier.

2.16 Tender not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard whatsoever the reason may be.

3. EARNEST MONEY DEPOSIT (EMD)

The bidder will be required to furnish earnest money of Rs. 25,000/-(Twenty Five Thousand Only) in the form of Demand Draft in favour of Director, NSD payable at New Delhi. The EMD of unsuccessful bidders shall be refunded within months of opening of Commercial Bids. No interest would be payable on amount of EMD. EMD should be submitted with Technical Bid. Without the EMD, the tender shall be out rightly rejected. The EMD will be forfeited in case the Bidder asks for modification in his bid or do not accept the Contract after being awarded the same. The EMD of successful bidder would be retained as performance security.

4. PROCEDURE FOR SUBMISSION OF TENDER

4.1 The Technical Bid has to be submitted as per attached annexure - I.

4.2 Both the bids (Technical and Commercial) duly signed by owner of the property or his Authorized Signatory should be sealed in two separate envelopes as described below:-

- a) Envelope 1- Containing Technical Bid in Annexure-I duly completed in all respects along with all relevant documents and Demand Draft towards EMD.
- b) Envelope 2- Containing the Commercial Bid, as prescribed in the Annexure-II, showing rates, commercial terms and conditions etc .

4.3 Both the Envelopes should be super scribed in bold letters with the statements ‘TECHNICAL BID FOR LEASED ACCOMMODAITON’ or ‘COMMERCIAL BID FOR LEASED ACCOMMODAITON’, as the case may be.

4.4 Finally, the above mentioned two envelopes should be sealed in a single cover and addressed to the Registrar, NSD, Bahawalpur House, Bhagwan Das Road, New Delhi-110001, super scribed as ‘BID FOR LEASED ACCOMMODATION’ and must reach to this office on or before the closing time and date indicated at the first page of this document.

4.5 For different premises, however, the owners will have to submit different bids.

4.6 Technical Bid should contain the details required, as per Performa at Annexure- I along with **DD of Rs. 250/-** in favour of Director, NSD, New Delhi and Commercial Bid should contain details, as per performa at Annexure- II.

4.7 The bidders should give rates, showing taxes, if any separately. Tenders not conforming to these requirements shall be rejected and no correspondence will be entertained in this regard, whatsoever.

4.8 The Technical Bid should be accompanied by the documents, as per Annexure - I.

4.9 The Technical Bid should be accompanied by a copy of this Tender Document duly signed each page by the authorized signatory of the bidders, who has signed the bid, in token of bidder’s acceptance of the terms and conditions of the Tender.

4.10 Bidder should number the pages of all the papers submitted with Technical Bid and provide an index indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid.

4.11. Bids received after the closing date, time and without following above conditions shall not be considered and no correspondence in this regard will be entertained.

5. PROCEDURE FOR OPEING OF TENDER

5.1 While opening the tenders, the envelopes containing Technical Bids and EMD shall be opened first and acceptance of the tender according to the specified clause will be ascertained. The Evaluation Committee will open Commercial Bid after evaluation of the Technical Bids. Commercial Bids of technically qualified bidders will only be opened.

5.2 The authorised committee of NSD may visit the accommodation offered by bidders to ascertain the suitability. The bidders would be treated to have been qualified for opening of their Commercial Bids after evaluation of the Technical Bids submitted and Satisfactory Report from the Committee of NSD after visiting the accommodation. The date and time for opening of commercial bids would be informed to the bidders, whose technical bids are found acceptable, by e-mail or phone.

5.3 The bidders, if they so desire, can depute their duly authorised representative with necessary I-Card and authorisation document for opening of Technical Bids in the office of NSD. The bids will be opened in the presence of representatives of bidders present there, if any.

6. BID EVALUATION

6.1 The tender will be evaluated by the Tender Evaluation committee of constituted for this purpose by NSD.

6.2 The NSD reserve 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 use any kind of unfair means to influence the decision making process of the Tender evaluation Committee will disqualify such tenderer for the present tender.

7. PAYMENTS

7.1 No advance payment of rent will be made. Payments shall be made by NSD against the pre-receipted bills as per the lease deed to be executed between NSD and the owner or his/her legal representative.

7.2 Payments of rent will be made on monthly basis by account payee cheque or by digital mode in favour of owner after deduction of the tax at source (TDS) as applicable from time to time.

8. TERMS OF TERMINATION OF LEASE

8.1 The period of lease would be for three years with provision for extension of lease on mutually agreed terms.

8.2 The lease can be cancelled by either side by giving a notice of not less than one month.

9. ARBITRATION:-

9.1 If any dispute or difference of any kind whatsoever arises 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 resorting to the following in the order hereunder mentioned.

9.2 Parties shall make an endeavour, at first instance, to settle such dispute by mutual discussion between them for a period of 30 days after receipt of notice sent by the aggrieved party regarding existence of such dispute.

9.3 If the dispute cannot be settled by mutual discussions within 30 days as provided herein, the dispute shall be referred for Arbitration by sole arbitrator appointed by the Director, NSD.

9.4 The aggrieved party shall serve a notice in the prescribed mode on the Director, NSD requesting him to appoint an arbitrator.

9.5 The arbitration proceedings shall be held in accordance with the provisions of The Arbitration and Conciliation Act 1996, as amended up to date.

9.6 The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be New Delhi.

9.7 Each party shall bear the costs of the sole arbitrator equally. The Sole Arbitrator may also decide as to which party shall bear the cost of the proceedings.

9.8 The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

10. PENALTY CLAUSE

Failure on the part of the owner to perform his obligations/duties under the contract will render him liable to imposition of penalty in addition to forfeiture of performance security. The decision of the Director, NSD will be final in this regard.

11. MISCELLANEOUS

11.1 NSD shall be under no obligation to accept the lowest quotation.

11.2 Non-fulfillment of any of the above terms shall result in rejection of Bid.

11.3 All disputes arising out of this contract will be subject to the Jurisdiction of Hon'ble High Court of Delhi or courts subordinate to High Court of Delhi, at New Delhi only.

11.4 The NSD reserves the right to reject all or any tender without assigning any reason thereof.

TECHNICAL BID-ANNEXURE-I

FOR GUEST HOUSE WITH SERVANT QUARTERS

1	Name of the Owner/Proprietor/Promoter	
2.	Complete postal address of the Guest House Telephone No. / Fax / E-mail	
3.	Status of the owners/ promoters (i) Nature of title Document of the property (Conveyance deed,Sale deed, GPA etc) :	
	If public /private limited company with copy of Memorandum and Articles of Association	
	If partnership, a copy of Partnership Deed and Certificate of Registration	
	If proprietor concern, name and address of proprietor/ certificate of registration	
4.	Distance of Guest House (in kms.) from:	
	NSD Campus	
	Airport	
	Railway Station	
	City Centre	
	Downtown shopping area	
7	Details of the Guest House:	
	Area (in sq. meters) with title- owned/ leased with copies of sale/ lease deed	
	Number of rooms	
	Details of public areas, lobby, bar (where applicable), parking facilities (the area for each facility should be indicated in sq. ft.)	
	Details of Fire Fighting Measures/ Hydrants, etc.	
	Details of air-conditioning.	
	Facilities for power back-up (generators etc.)	
	Details of CCTV with data backup (mandatory for all public areas)	

8	Certificates / No Objection Certificates (attested copies).	
	Certificate / licence from Municipality/ Corporation to show that the establishment is registered as a Guest House including Clearance by competent authority to the establishment on sanitary/hygienic point of view.	
	Sanctioned building plans/ occupancy certificate.	
9.	DD No. and Date of Rs. 25000/-	
10.	DD No. and Date of Rs. 250/-	

I undertake that all information provided above is true to best of my knowledge and belief.

Date

(Signature)

Note: The proposal must be complete in all respects and should be submitted alongwith EMD of Rs. 25000/- in the form of DD in favour of the Director, National School of Drama.

COMMERCIAL BID

Name of the owner.....

Address.....

Phone No.....Email.....

Purpose of Residence	No. of Rooms required	Rent for furnished	Rent for Semi furnished	Rent for Unfurnished	Total Living Area
Guest House	3-5 Rooms (with attached bathrooms and toilets) Living Room, Kitchen etc.				160-200 Sq. mtrs (Approx)
Servant's Quarters	1 Bed Room with wash room				30 Sq. mtrs (Approx)

Signature of the owner/**Authorized Signatories****Date.....**

Note:-The owner may submit the rates any one of the above category or for all the categories as per the accommodation available with him

