

**Tender Cost : Rs. 1,000/-**

# **NATIONAL SCHOOL OF DRAMA**

**(An autonomous Institute under Ministry of Culture, Govt. of India)  
Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001**

## **Tender Document along with Terms & Conditions**

**Subject:- Invitation of Tender for Accommodation for Boys' Hostel.**

National School of Drama invites sealed tenders for Accommodation for Boys' Hostel. The hostel should have minimum 25 airy spacious rooms accommodation for boys with a capacity of 50 students on sharing basis besides warden rooms, common rooms, pantry (as per annexure 'A'). The hostel should meet the essential requirement of safety, privacy with comfortable living. A pleasant environment to the students should be provided so that they can focus on their academics and overall development with a free mind. Hostel to be provided with 24x7 electricity & water with proper lighting & ventilation system.

## **TENDER COST**

The cost of tender document is Rs. 1,000/- (Rs. One Thousand only) is to be paid in the form of a crossed Demand Draft/Pay Order drawn in favour of the Director, National School of Drama, New Delhi. -110001. The demand draft should be enclosed with the tender document.

## **EARNEST MONEY DEPOSIT (EMD)**

- 1. Earnest Money Deposit (EMD) of Rs. 25,000/- (Rs. Twenty Five Thousand only) has to be submitted in the form of a crossed Demand Draft/Pay Order drawn in favour of the Director, National School of Drama, New Delhi. -110001. The demand draft should be enclosed with the tender document.**
- 2. The EMD shall remain deposited with the NSD during the period of validity of the offer, i.e., maximum period of 90 calendar days from the date of opening of tender.**
- 3. No interest shall be paid by NSD on the EMD for the above said period.**

**Note:- The tenders received without Tender Cost & EMD shall be summarily rejected.**

**Note:- If there is any difference in between Hindi & English version of tender document, English version of tender document will be valid.**

# **Technical bid**

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## TERMS AND CONDITION

### Terms and Conditions of the Notice inviting Bid for hiring of accommodation on lease for Boys' Hostel for NSD students.

1. The interested parties, who are the lawful owner of the building only should send their quotations in a sealed cover super scribing “**Quotation for Boy’s Hostel**” addressed to **The Registrar, National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi- 110001 on or before 16 July 2021 at 1500 hours.**
2. **The Proposal should be submitted in two parts in two separate sealed envelopes.** The first part would be the “**Technical Bid**” which should meet the space requirement as per annexure ‘A’ attached and should contain technical features like design parameters, power supply, provision of lift, type of construction, common facilities, spacious airy, safety measure, privacy, availability of parking space, 24x7 hot & cold water, round the clock electricity with proper lighting & ventilation system etc. The second part should be the “**Financial Bid**” which should indicate the proposed rent to be charged and financial terms and conditions. Both the bids should be in separate sealed envelopes and the envelopes should clearly indicate at the top “**Financial Bid**” or **Technical Bid**”. The technical bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those bidders, who are short-listed on the basis of their Technical bids.
3. The Technical bid should inter-alia contain details as follows:-
  - (a) Ownership of the land/building and construction thereon supported with un-disputed documents in support of their ownership of the building. If there is any encumbrance on the property, the same shall be disclosed. If there are more than one owner of the property, then no objection certificate (duly notarized) from other stake holders along with a general power of attorney authorising the authorised signatory to do the necessary paper work and communicate with the concerned officers of NSD.
  - (b) The location and address of the building.
  - (c) Exact super-area and carpet-area.
  - (d) Detailed approved plan of the accommodation/building.
  - (e) Clearances/No objection certificate from all the relevant Central/State/Municipal authorities and Fire Department for use as hostel premises conforming to the municipality Rules/Bye-laws.
  - (f) Facilities and amenities available with the building.
4. Facilities required to be provided by the owner:-
  - (a) The building should be located on the main road in New Delhi within five kilometre radius from the office of NSD, Bahawalpur House, 1, Bhagwandas Road, New Delhi – 110001 with easy access, keeping safety / security in mind. It should be fit and approved for hostel use with all the licenses required.
  - (b) Assured free parking space be provided/made available for at least 10 four wheelers, 20 bicycles & 10 motorcycles.
  - (c) There should be a provision for 24 hours electricity supply with 100% power backup round the clock.
  - (d) The Hostel space should have electrical fixtures such as switches, power points etc. of reputed company.
  - (e) The building should have proper fire exit properly marked with signages.

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- (f) The area proposed to be given on rent should be on the same floor or on continuous floors. However, preference would be given to exclusive building with a secured boundary wall and independent entrance.
  - (g) The building should have adequate security cover to protect the property / occupants.
  - (h) Routine maintenance of (civil, seepage, leakage, sewer cleaning, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will be responsible for carrying out annual repair and maintenance of the premises every year and as & when required. White washing of the building will be mandatory once in a year. No additional charges shall be paid for the same.
  - (i) In case of high rise buildings, provision of lift(s) is essential which will be maintained and operated by the owner of the rented/lease premises.
  - (j) The building should be in a ready to move/use condition with round the clock electricity & water supply, lifts, sewerage and fire fighting equipment with proper security systems.
  - (k) No advance rent is payable by the National School of Drama as a matter of policy.
  - (l) The space offered should be free from encumbrance, liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.
5. The financial bid will inter-alia include-
- (a) The rent demanded per sq. ft. (carpet area/covered area etc.) and the rent offered should be inclusive of property tax or any other tax required to be paid by the property owner. The rates should be quoted for accommodation only.
  - (b) If the bidder intends to charge separately for the facility of power backup provided he/she may indicate the amount payable on this account.
  - (c) If the building has any encumbrance or charge, specify all such relevant details.
6. Conditional offers will be summarily rejected.
7. Electric connection in the premises will be arranged by the owner of the premises offered but electricity bill will be paid by the National School of Drama.
8. For the purpose of providing security to the hostel, NSD will provide the necessary security staff.
9. The quotation shall be valid for a period of at least three Calendar months from the date of opening of the quotations for the purpose of evaluation of quotations.
10. The NSD reserves the right to accept/reject/cancel all or any quotation without assigning any reason thereon.
11. The successful bidder will have to execute lease deed for registration with the local sub-registrar. The successful bidder will have to bear the cost and expenses of documentation and registration of the lease deed.
12. Payments of rent and any other expenses 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.

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13. 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.

14. The period of lease would be initially for one year with provision for extension of lease on mutually agreed terms.

15. The lease can be cancelled by either side by giving a notice of not less than one month expressing its intention to terminate the lease.

16. The participating bidders will have to nominate one person who will act as the authorised representative of the owner in case owner is not available for discharging his responsibilities.

17. 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.

18. 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.

19. 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.

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

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

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

23. 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.

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

## 25. **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.

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

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

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25.3 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.

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

**Annexure-‘A’**

**Details of accommodation required**

Sr. No.	Particulars	Numbers
1	Number of boys to be accommodated fifty numbers on twin sharing basis. Number of spacious, airy rooms with proper ventilation and lighting required, size 14'x12' (approx.)	25 no.
2	Number of Toilets, size 10'x8' (approx.) including WCs, showers, washbasins, mirrors, geysers, exhaust fans, towel rails, hand rails, hooks, soap containers, hot & cold water arrangement etc.	15 nos.
3	Common room, size 40'x40'(approx.)with proper ventilation & lighting required	1 no.
4	Pantry, size 12'x10' (approx.)with exhaust fan, proper ventilation & lighting required	2 nos.
5	Guest rooms, size 14'x10'(approx.) attached toilet size 10'x8'(approx.) including WCs, showers, washbasins, mirrors, geysers, towel rails, hand rails, hooks, soap containers, hot & cold water arrangement etc. with proper ventilation and lighting required	2 nos. Guest rooms with 2 nos. Toilets
6	Store room, size 12'x10' (approx.)with proper ventilation & lighting required	1 no.
7	Hostel Office room, size 10'x10' (approx.)with proper ventilation & lighting required	1 no.
8	Reception, size 10'x8' (approx.)with proper ventilation & lighting required	1 no.
9	Space required for 3 nos. Washing machines, size 12'x10' (approx.)with provision for hot & cold water, 3 tabs, 3 power points with proper drainage system & lighting required	1 Space for 3 nos. Washing machines
10	Space required for 3 nos. Drinking Water Coolers & 3 nos. R.O. systems, size 10'x10' (approx.)including 6 power points with proper 24x7 water supply, connection & lighting required	1 Space for 3 nos. Drinking Water Coolers & 3 nos. R.O. systems
11	Bed room for Warden, size 15'x12' (approx.)with attached toilet size 10'x8', including WCs, showers, washbasins, mirrors, geysers, towel rails, hand rails, hooks, soap containers, hot & cold water arrangement etc. with proper ventilation and lighting required	2 Bed rooms with 2 Toilets
12	Dining room for Warden, size 15'x12' (approx.)with proper ventilation & lighting required	1 no.

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13	Pantry for Warden, size 12'x10' (approx.)with exhaust fan, proper ventilation & lighting required	1 no.
14	Parking space for 10 four wheelers, 20 bicycles & 10 motorcycles	1 Parking space

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## DETAILS OF OFFER FOR LEASE

<b>1.</b>	<b>Date of Advertisement</b>	
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<b>2.</b>	<b><u>Details of owner:-</u></b>	
2.1	Name	
2.2	Address	
2.3	Telephone/Mobile No.	
2.4	Fax No. (if any)	
2.5	E-mail address	
2.6	<b>Name of Contact person, &amp; Phone No.</b>	

<b>3.</b>	<b><u>Details of the property:-</u></b>	
3.1	Address and locality in which the property is situated	
3.2	Enclose a copy of complete floor plans of the premises offered	
3.3	Coloured site plan showing location of premises offered, surrounded roads as approved by Local Authorities	
3.4	Type of structure	
3.5	Number of floors in the building and the floor/s on which the premises offered.	.....floors in the building. Premises on .....floor/s offered.
3.6	Year of construction of the building as per records of UIT/Municipality/DDA/NDMC	
3.7	Floor wise rentable area, carpet / super area with detailed building map showing partitions, walls, columns, door jams, balconies, bathrooms, lavatories, kitchen, pantry and excludes external walls, balconies, portico/ canopy, external staircase, loft, sanitary shafts, lift wall, space below the window sill, box louver, A.C. shaft, etc) of the premises offered.	ii) Ground Floor ..... Sq. Ft. iii) First Floor ..... Sq. Ft. iv) Second floor ..... Sq. Ft. v) Third Floor ..... Sq. Ft.
3.8	Whether the building plan approved by the local authorities or not and enclose a copy of the same.	Yes, approved vide letter no..... dated .....
3.9	Whether the construction of the building/premises offered is completed or not. If under construction, state the time period required for its completion.	Completed in ..... Under construction and will be ready in .....
3.10	If building/premises offered is completed confirm that the construction is done as per approved	Completed as per approved plan / Completed with deviations are as under:-.....

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	building plan and if not state the deviations from the approved plan.	..... .....
3.11	Whether the premises is ready for occupation and Completion/ Occupation certificate obtained from the concerned authorities. If yes, enclose a copy of the same and if not, state the present status and time, period required for obtaining the same.	Ready for occupation and Completion and Occupancy certificate already obtained/ ..... ..... ..... Completion and Occupation certificate will be obtained within .....days
3.12	Details of accommodation indicating area occupied, paths or roads sketch of the building showing the portion under occupation	
3.13	Whether site plan showing the position of the building/premises has been attached including surround roads and location	
3.14	Whether the building on the plot is single storey only or has many floors e.g. basement, ground floor, first floor, second floor, garage, servant quarters, cycle/scooter sheds, give details of the building, plan, sections with dimensions and full scale size blue print to be signed by the owner	
3.15	If there is any common portion or passage inside the building or outside but inside the plot is should be clearly indicated on the plan	
3.16	If the Fair Rent Certificate was issued previously (if yes, give no. & date and fair assessed earlier, attach copy of the same	
3.17	Whether the open land space has got full/partial utility for the required purpose. Give full details clearly	

<b>4.</b>	<b><u>Amenities/facilities provided:-</u></b>	
4.1	Whether Municipal/Delhi Jal Board water supply available or not. If not state the other source of water supply.	Yes /No Other sources .....
4.2	Whether sanitary facilities (Toilets/Bath rooms/ WC) available within the premises offered.	Yes/No .....Toilets/Bath Room/WC.
4.3	Whether separate 3 phase electric power supply available or not. If available sanctioned power load	Yes/No .....KVA
4.4	Whether exclusive parking space is available for students with details	Yes/No.
4.5	Whether lift facility available or not	Yes/No
4.6	Standby Generator arrangement if any.	Yes/No
4.7	Fire fighting arrangements if any	Yes/No

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4.8	Security arrangements if any	Yes/No
4.9	Please mention if any other facility is provided	

<b>5.</b>	<b><u>Lease terms:-</u></b>	
5.1	Lease period offered (generally for 15 years)	..... Years
5.2	Period of initial lease (generally for 5 years)	..... Years
5.3	Number of renewal options (minimum 2 renewal options)	..... options

**Place:**

**Date:**

**Signature of owner**

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# **Financial Bid**

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**PRICE BID**

**OFFER FOR LEASING OF PREMISES**

With reference to your advertisement in the news paper/s dated .....I / We hereby offer the premises owned by me to be used as hostel accommodation for student of National School of Drama on lease basis as per terms and conditions and other details furnished in the technical bid. The general information of the premises offered to National School of Drama on lease and the rent per sq.ft. of rentable floor area is as under:-

<b>Name of the owner</b>	
1. Location of the premises i. Plot No./Name of the Building ii. Name of the Street/Locality	
2. Rentable floor area of the premises offered.	..... Sq. Ft. In Basement. ..... Sq. Ft. on Ground Floor. ..... Sq. Ft. on First Floor ..... Sq. Ft. on Second floor
3. Monthly rent per Sq.ft or lumpsum (on rentable area basis inclusive of all taxes as applicable).	Rs..... Per Sq. Ft. per month for Basement Rs..... Per Sq. Ft. per month for Ground Floor Rs..... Per Sq. Ft. per month for First Floor Rs..... Per Sq. Ft. per month for Second Floor or Lumpsum Rs..... per month.
4. Amount of House Tax paid for the previous financial year by the landlord (copy of receipt to be attached)	
5. Details of increase in rent, if any	.....%
6. Other charges, if any	

**Place :**

**Date:**

**SIGNATURE OF THE OWNER**

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