

**NATIONAL SCHOOL OF DRAMA
NEW DELHI**

TENDER DOCUMENT for hiring vehicles

The Director (NSD) invites tenders from reputed Delhi-based **Travel agencies for hiring of different types of Cars (AC & Non-AC), Buses (Deluxe & Ordinary) for day to day and monthly rental basis for official use** for a period of two years from the date of signing of such contract. The bids are invited into two parts, i.e., **Technical Bid and Financial Bid**. The technical bid should be consisting of all technical details along with commercial terms and conditions as per the proforma at **Annexure – I**. The financial bid indicating item-wise prices for the items mentioned in proforma at **Annexure – II**.

The technical bid and financial bid should be sealed by the bidder in separate covers duly subscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly subscribed. The technical bid and financial bid should be addressed to Director, National School of Drama so as to reach the office on or before 30.12.2021 till 1500 hours along with the Earnest Money Deposit of Rs. 1,00,000/-(Rupees One Lakh only) in favour of Director, NSD. The technical bid will be opened on the same day at 1600 hours in the presence of such bidders and their representatives who wish to be present.

2. Pre-qualifications for tenderers for technical evaluation

- i) Only such transporters shall be considered who agree to provide their services from NSD to NSD for billing purposes and not from Garage to Garage.
- ii) The transporters should have at least a fleet of 10 Vehicles.
- iii) The transporters should have the valid Goods and Service Tax Number and Income Tax Numbers in the name of the firm.
- iv) The transporter should have similar experience of providing vehicles at least to two other government organizations. Copies are to be enclosed.
- v) The firm should have at least a turn over of not less than Rs.25,00,000/-(Rs.25 lakhs) per annum during the last five financial years.
- vi) The transporter will be required to provide the taxis to the School on prior notice. The transporter will also be required to provide taxis at short notice i.e., even at the notice of half an hour over telephone.
- vii) The transporter shall appoint experienced and skillful drivers and they shall have valid driving license and they should be their employees. Obtaining the necessary permission/approval of the concern State police/appropriate authorities shall be the responsibility of transporter.
- viii) In case of breakdown of any vehicle, the firm/contractor shall be able to provide services of additional vehicle.
- ix) The transporter shall ensure that the vehicles provided are in good condition, road worthy with proper/comfortable seats to withstand the strains of long journey.

3. Schedule of submission of tender documents

- i) Time and last date of receipt of tender documents : 1500 hrs on 30.12.2021
- ii) Time and date of opening of technical bid : 1600 hrs on 30.12.2021
- iii) Procedure for submitting the bids : Two bid systems
- iv) The offer in the prescribed format should be addressed to the Director, NSD giving indication that it contains the tender under sealed cover. This is a two bid systems. The first cover shall be super scribed “**Tender for Technical Bid and Commercial Terms**”. 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 Director, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi – 110001. This cover should be super scribed “**Tender for Hiring of Vehicle**” to be opened on 30.12.2021.at 1600 hrs.
- v) The Technical Bid shall be opened in the first instance 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 tender. The financial bid will be opened for those bidders who will qualify the technical bid.
- vi) Earnest Money Deposit of Rs. 1,00,000- (Rupees One lakh only) shall be kept in the envelope containing the technical bid. Those who do not qualify, the pre-qualification conditions shall be summarily rejected and their financial bids shall not be opened. However, NSD reserves the right to accept or reject any tender without assigning any reason.
- vii) In the Financial Bid, the prices and other information like discount etc. having a bearing on the price shall be written both in words and figures. If there is any discrepancy between the price / information quoted in words and figures, the price/information quoted in words will be treated as final.

4. Earnest Money Deposit

- i) Earnest Money Deposit (EMD) amount of Rs. 1,00,000- (Rupees One lakh 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 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.
- iv) The EMD deposited is liable to be forfeited if the tender 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.
- 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 tenders will be evaluated by a committee.
- ii) The technical bids of the tenderers shall be opened in the presence of their representatives on a specific date and time at the office of NSD.
- iii) 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.

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 NSD will award the contract for a period of two years.

8. Termination of Contract

In case of any default by the Contractor 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 15 days notice in writing to the Contractor.

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.

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 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.

10. Penalty

- (a) In case of vehicle provided by the concerned agency is not as per terms and conditions, this will attract penalty amounting to Rs. 1000/- @ per day vehicle.
- (b) If above continues on regular basis NSD reserves the right to cancel the contract without giving statutory one month's notice and performance security of the concerned transporter will be forfeited.

(To be kept duly signed in Envelope 1 – Technical Bid)

TECHNICAL BID

1.	Name of the firm with full address of the place of operations	:				
2.	Distance from NSD in kms.	:				
3.	Date of establishment / year from which in the business of travel agency / taxi stand	:				
4.	Number of cars / vehicles owned by travel agencies / taxi stands giving detailed breakup like make, mode & types of cars / vehicles	:	Make/Type of Car	Year	Registration Number	Permit number
5.	Turn over, year-wise, for the last five years. Copies are to be enclosed.	:				
6.	List of clients including names of two government organizations to which the vehicles are being provided. Copies are to be enclosed.	:	Name of the firm/Institution		Address & Tel. No.	
7.	Income Tax Number (copy of same be enclosed)	:				
8.	GST (copy of same be enclosed)	:				
		:				

Date :
Place:

Signature of the Bidder

Name of the firm and stamp

Encl:

1. Copies of the client letters.
2. Photocopies of the RTO Registration, Insurance etc. of the vehicle

Annexure II(A)
(To be kept duly signed in Envelope 2 – Financial Bid)

For day to day official requirement

S.N.	Description	Swift Ritz Wagon R Non- AC	Swift Ritz Wagon R AC	Maruti Indigo Desire Logan	Honda City SX4 ETIOS	Qualis Tavera Non-AC	Qualis Tavera AC	Innova 6 Seater
1	8 hrs 80 kms (Full day)							
2	24 HRS.							
3	Extra kms over & above 80 kms							
4	Extra kms over & above 40 kms							
5	Rates for extra per hour							
6	For outstation usage charges per day with minimum kms							
7	Night halt charges per night							

For official use of Director, NSD on monthly rental basis

Description	Honda City
On monthly rental basis up to 2400 kms. (240 HRS.)	
Rates for extra per Km/hrs.	
Night halt charge per night	

Note:-

- 1) All above rates should be inclusive of all taxes / charges and on the basis of billing from NSD to NSD/dropping place as the case may be.
- 2) Rate should be quoted in Indian Rupees only.

Date :

Place:

Signature of the Bidder

Name of the firm and stamp

Annexure-II(B)

S.N.	Description	Deluxe Bus (2x2 seater) 35 seater AC&Non Ac	Deluxe Bus 27 seater AC & Non Ac	Deluxe Bus 45 seater AC&Non Ac	Tempo Traveller 17 seater & 27 seater AC&Non Ac
1	8 hrs 80 kms				
2	24 HRS.				
3	Extra kms over & above 80 kms				
4	Extra kms over & above 40 kms				
5	Rates for extra per hour				
6	For outstation usage charges per day with minimum kms				
7	Night halt charges per night				

1. All above rates should be inclusive of all taxes / charges and on the basis of billing from NSD to NSD. /dropping place as the case may be.
2. Rate should be quoted in Indian Rupees only.

Date :

Signature of the Bidder

Place:

Name of the firm and stamp