

TENDER DOCUMENT

Tender Notice for Execution of ambience as per design for Children Theatre Workshop and Festival

National School of Drama (NSD) an Institute under Ministry of Culture is organizing demonstration Oriented Children Theatre workshop from 15th to 25th June, 2023 along with Children Theatre Festival from 19th to 24nd June 2023 in collaboration with Delhi Tourism & Transportation Development Corporation (DTTDC) at Gandhi Smriti and Darshan Samiti Campus (Near Rajghat), New Delhi. Accordingly tenders are invited for hiring of a firm for the **execution of ambience designs** for the above mentioned work.

Interested firms/vendors having adequate experience in the field of ambience execution are required to submit their sealed tenders to the Director, NSD. Last date for submission of tender is 12th June, 2023 by 2:00 p.m. The tender document is available on our website www.nsd.gov.in.

Tender bid (Technical/Financial) in sealed cover addressed to The Registrar, National School of Drama, Bahwalpur House, Bhagwandas Road, New Delhi – 110001 should be submitted as per Annexure-I & II. Tender Documents should be accompanied with a demand draft of Rs. 500/- (Rupees Five Hundred only) in favour of the Director, National School of Drama, New Delhi payable at New Delhi at the time of submission of tender, as cost of tender form.

2. Scope of work:

The design of ambience for execution is enclosed in the form of slides with this document. Selected firm is required to execute this work properly and efficiently in the campus of Gandhi Smriti and Darshan Samiti Campus (Near Rajghat), New Delhi as per schedule.

3. Pre-qualifications for tenderers for technical evaluation

- (i) The Firm/Bidder should be an established Event Organizer Firm of similar nature and must have experience of minimum of 2 (two) Events/Execution of such work of Central Govt./State /Public Sector Undertaking etc .
- (ii) The Firm/ Bidder should submit proper supporting document to prove their above said experience like work order, authorization letters or any other documents for the event, as per Technical bid (Annexure-I)
- (iii) The tenderer, 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 shall be disqualified.
- (iv) The tenderer shall submit a certificate stating that they have never been debarred/black listed/sought arbitration by any Govt./PSU.
- (v) The tenderer must fulfill all the legal/statutory requirements of the Govt. The owner must submit an undertaking in this regard.
- (vi) Copies of GST No and its registration Certificate, if applicable and PAN No. should be attached.

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

- (i) Cost of the Tender :Rs.500/-
- (ii) Time and last date of receipt of tender documents :14:00 hrs on 12th June,2023
- (iii) Time and date of opening of technical bid :14:30 hrs on 12th June,2023
- (iv) Procedure for submitting the bids : Two bid systems
- (v) This is a two bids system i.e Technical Bid and Financial Bid . The first cover as per Annexure -I shall be super scribed **Tender for execution of ambience as per design for Technical Bid for Children Theatre Workshop and Festival**. The second cover as per Annexure-II shall be super scribed **Tender for execution of ambience as per design for Financial Bid for Children Theatre Workshop and Festival**. 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 execution of ambience as per design for Children Theatre Workshop and Festival.**
- (vi) The Technical Bid will be opened in the first instance in the presence of the tenderers or their representatives, if any.
- (vii) The financial bids of those tenderes will only be opened, who qualify the pre-qualifications of Technical Bid.

5. Earnest Money Deposit

- (i) Earnest Money Deposit (EMD) amount of Rs.25,000/- (Rupees Twenty Five thousand only) shall be submitted along with tender. The EMD shall be in the form of a crossed demand draft drawn in favour of Director, National School of Drama payable at New Delhi. The tender not accompanied by the EMD shall be summarily rejected.
- (ii) No interest shall be paid on the EMD retained by NSD.
- (iii) 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 tender.
- (iv) The EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.
- (v) The EMD of successful bidder shall be returned within a reasonable time.

6. Performance Security

The EMD of Rs. 25,000/- of successful bidder will be retained as performance security and will be refunded after successful execution of the work.

7. Evaluation of Tender

- (i) The tender will be evaluated by a Committee.
- (ii) The financial bids of the tenderers shall be opened on a specific date and time at the office of NSD, in presence of representative of the bidders, if any.
- (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.

- (iv) The Director NSD reserve the right to cancel any item or the entire tender without assigning any reason.

8. 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.

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 tenderer denies or provides unsatisfactory services the performance security shall be forfeited.

Annexure – I

Technical Bid (To be kept in Envelope -1)

S. No.	Description of item	
1.	Name of the tenderer with full address.	
2.	Work experience of the firm in Number of years	
3 .	Execution of work orders (mention the names of the concerned organizations)	
4.	Authorization of the competent authority for providing such services, if any	
5.	Under-takings as per para-3(iv) & v of the tender document	
6.	GST Number with its Registration Certificate	
7.	PAN no.	
8.	D.D. Nos.& dates i) Cost of tender form Rs. 500/- ii) EMD form Rs. 25,000/-	
9.	Bank Details i) Name of the Bank ii) Name of the Account Holder iii)Account Number iv)IFSC code of the Bank	

Note: Necessary documents should be attached in support of S. No 2 to 8 above.

Date

Signature of bidder

Place:

with stamp

Annexure-II

Financial Bid for execution of ambience as per design

<u>Item of work</u>	<u>Amount in Rs.</u>
Execution of ambience as per design of ambience made available on the website of National School of Drama	Amount in Rs. In words.....

Note : GST if any will be paid extra as applicable as per rules.

Date :

Signature of bidder

Place:

with stamp