

NATIONAL SCHOOL OF DRAMA

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

TENDER NOTICE FOR HIRING OF TENT MATERIAL

National School of Drama invites sealed tenders from eligible and reputed agencies for **providing Tent material on hiring basis during International Theatre Festival 23rd Bharat Rang Mahotsav (BRM) to be held from 01st to 21st February, 2024 in New Delhi.** Agencies shall have relevant experience of having provided similar services to Government organizations/PSUs.

The bids are invited in two parts, i.e. ‘**Technical Bid**’ and ‘**Financial Bid**’. Technical Bid should contain all technical details, as per the proforma at ‘**Annexure - I**’. The Financial Bid should indicate item-wise prices, as per the proforma at ‘**Annexure - II**’.

Interested and experienced firms fulfilling necessary eligible criteria may submit their bids as per the terms & conditions mentioned below:-

A. PRE-QUALIFICATIONS FOR TENDERERS FOR ‘TECHNICAL BID’:-

Bidders are required to submit the following information/documents in ‘Annexure – I’:-

1. Demand Draft for Earnest Money Deposit. (document to be enclosed)
2. PAN No. (document to be enclosed)
3. Goods & Service Tax (GST) Registration No. (document to be enclosed)
4. Registration certificate of agency (documents to be enclosed).
5. Bank Account details. (Cancelled cheque to be enclosed).
6. The tenderer shall submit a certificate duly certified and issued by a Chartered Accountant indicating the annual turnover for the firm for the last two financial years 2021-2022 & 2022-23 and should not be less than 20 lakh per annum. (documents to be enclosed)
7. Undertaking certificate as per ‘**Annexure – III**’ on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached. Without Undertaking tender will be outrightly rejected (documents to be enclosed).

8. The bidders should submit the Work order of at least 2 nos. projects for providing Tent Material services in Government organizations / PSU / autonomous bodies only (documents to be enclosed).
9. Rate should be inclusive of all charges which are applicable i.e. transportation & labour etc. GST as applicable will be paid extra. TDS will be deducted from the bills as applicable.
10. Tender will be awarded to the bidder who will quote lowest rates for maximum number of items.
11. The services provided by bidder shall be to the entire satisfaction of NSD and decision of NSD will be final.

B. SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-

S. No.	Particulars	Details
1	Earnest Money Deposit (EMD) / Security Deposit	Rs. 50,000/-
2	Time and last date of submission of tender documents	26.01.2024 till 1500 hours
3	Time and date of opening of technical bid	26.01.2024 till 1530 hours
4	Procedure for submitting the bids	Two bid systems

The Technical Bid and Financial bid should be sealed by the bidder in separate covers duly superscribed “**Tender for hiring of Tent Material for 23rd BRM-2024 - Technical Bid (Annexure - I)**” and “**Tender for hiring of Tent Material for 23rd BRM-2024 - Financial Bid (Annexure - II)**” respectively and both these sealed covers have to be put in a bigger cover which should also be sealed and duly superscribed “**Tender for hiring of Tent Material for 23rd BRM-2024**”. The tender in the prescribed format should be addressed to **The Registrar, National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001** to be dropped into the tender box kept at the Reception of NSD on or before **26.01.2024 till 1500 hours**.

C. EARNEST MONEY DEPOSIT (EMD) / PERFORMANCE SECURITY :-

1. Earnest Money Deposit (EMD) of **Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of a crossed Demand Draft from a commercial bank in favour of “**National School of Drama, New Delhi**” shall be kept in the envelope containing the Technical bid. It is essential that the participating firm have to submit the EMD/Performance Security for consideration of their tender. No exemption is applicable on EMD/Performance Security, no representation in this regard will be considered and NSD decision will be final.
2. No interest shall be paid by NSD on the EMD for the above said period.

3. 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.
4. The EMD of successful bidder will be retained as Performance Security till completion of work.
5. EMD of all un-successful bidders will be returned within a reasonable time period after a decision is taken on the tender enquiry.

D. SCOPE OF WORK:-

1. NSD may hire some items for one or two days and some items for 21 days. The best quality of all the tent materials should be provided by the bidder.
2. The services provided by bidder shall be to the entire satisfaction of NSD and decision of NSD will be final.

E. EVALUATION OF TENDER

1. The tender will be evaluated by a committee.
2. The Technical Bid will 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.
3. The Financial bids of the tenderers will be opened, in presence of members of the committee duly constituted by the Director, NSD.
4. 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 bidder 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 year.

F. GENERAL CONDITIONS OF THE CONTRACT:-

1. The Director, National School of Drama reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No bidder shall have any cause of action or claim against the NSD for rejection of his tender.
2. The Director, National School of Drama reserves the right to select the bidder on the basis of rates quoted, past experience and reasonability of service charges for execution of this work. 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 bidder to bring pressure of any kind may disqualify the bidder for the present tender and the bidder may be liable to be debarred from bidding for tenders in future for a period of three years.

3. National School of Drama does not bind itself to accept the lowest or any other tender and reserves the right to reject any or all the tenders. Tenders in which any of the prescribed conditions are not fulfilled, shall be summarily rejected.
4. NSD will not be responsible for any misinterpretation or wrong assumption by the bidder, while responding to this tender.
5. If the bidder qualifies in the technical bid, then only its financial bid shall be opened.
6. All the tender documents should be stamped & signed as a token of acceptance of all terms & conditions of the tender documents to avoid rejection of tender. Also, the photocopies of the original documents attached along with the tender to fulfill the eligibility condition should be paginated, self-certified and stamped by the duly authorized person of the bidder for this purpose.
7. The bidder will have to produce the originals of the photocopies attached for the purpose of verification whenever required.
8. All documents enclosed must be in the name of the firm, participating for the tender. The bidder will have to produce the originals of the photocopies enclosed for the purpose of verification whenever required.
9. In case of non-fulfil of all the above conditions/non-submission of all the specific/complete documents asked, the tender will liable to outright rejection and decision of NSD will be final.
10. In case the bidder is found in breach of any condition(s) of tender, at any stage, legal action as per rules/laws, shall be initiated against the agency and EMD/Performance Security shall be forfeited, besides being liable to be debarred and blacklisted for at least three years.
11. Bidder shall not sub-let or sub-contract any part of this contract/job without the expressed written consent of the NSD. The bidder shall be responsible for the conduct/integrity of his personnel and will also be responsible for any act of omission and commission on their part. He will vouch for their character & integrity.
12. All the statutory requirement to be complied as per government rules & regulations.
13. Bids and all accompanying documents shall be in English, in case any document is in other language, it shall be accompanied with its English translation. The English version shall prevail in matters of interpretation and decision of NSD will be final in this regard.

14. Conditional tender will not be accepted at any cost or in any circumstances.

G. DURATION/PERIOD :-

The tender rates will be valid for the period from 31.01.2024 to 30.01.2025.

H. TERMINATION OF CONTRACT:-

In case of any default by the Agency/Company, 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 immediately through Email to the Agency/Company. 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.

I. DISPUTE RESOLUTION:-

1. 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.
2. Parties shall attempt to settle such dispute in the first instance by mutual discussions between the Parties. 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.
3. The arbitration proceedings shall be held in accordance with the provisions of Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof.
4. The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be New Delhi.
5. 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.
6. The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

J. PENALTY:-

In case, if at the last moment the Agency/Company denies or committed any default, NSD shall at its discretion forfeit the EMD.

UNDERTAKING CERTIFICATE

The bidder has to give affidavit on Rs. 10/- non-judicial stamp paper duly signed, stamped duly notarized.

M/s. address.....
..... certifying that:-

1. In case of non-submission of EMD/Performance Security along with tender document the tender will be treated as cancelled and NSD decision will be final.
2. The bidder is not involved in any criminal cases.
3. The bidder is not black listed in any government offices.
4. The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt.
5. Credentials submitted by the bidder for this tender (duly self-certified) are genuine.
6. The bidder certified that all the documents enclosed in the Tender are genuine & correct and in case of discrepancy the tender will be out rightly rejected.
7. The bidder agree that if the performance is not found satisfactory by the NSD, the EMD/Performance Security submitted will be forfeited by NSD and NSD decision will be the final.

I accept all the tender terms and conditions including undertaking (1) to (7).

I hereby certify that all the information furnished in the offer submitted above are complete and correct to the best of my/our knowledge. I also hereby confirm and declare that the bidder has not been black listed / de-listed by any Institutional agencies / Govt. Deptt. / PSU. I understand that in case any discrepancy is found in the above statement at any stage, the tender will be out right rejected & performance security will be forfeited & NSD decision will be final.

(Signature of Authorized Signatory with date)

Date : _____

Place: _____

Name of the bidder & stamp

Note:- The undertaking certificate should be given only on non-judicial stamp paper with duly notarized and in the above prescribed format only. Any deviation / incomplete certificate will liable to rejection of tender.

NATIONAL SCHOOL OF DRAMA

ANNEXURE - I

(TO BE KEPT DULY SIGNED IN ENVELOPE 1 – ‘TECHNICAL BID’)

HIRING OF TENT MATERIAL FOR 23rd BRM-2024

S. No.	Description of item	Details / Page No.
1	Name and complete address of the firm/agency	
2	Name, contact number & email address of the representative of the firm/agency	
3	Demand Draft No. & Date :- EMD/Performance Security - Rs. 50,000/-	
4	PAN No. (document to be enclosed)	
5	Goods & Service Tax (GST) Registration No. (document to be enclosed)	
6	Registration certificate of agency (documents to be enclosed).	
7	Bank Account details. (Cancelled cheque to be enclosed).	
8	The tenderer shall submit a certificate duly certified and issued by a Chartered Accountant indicating the annual turnover for the firm for the last two financial years 2021-2022 & 2022-23 and should not be less than 20 lakh per annum. (documents to be enclosed)	
9	Undertaking certificate as per ‘Annexure – III’ on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached. Without Undertaking tender will be outrightly rejected (documents to be enclosed).	
10	The bidders should submit the Work order of at least 2 nos. projects for providing Tent Material services in Government organizations / PSU / autonomous bodies only (documents to be enclosed).	

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 company will be blacklisted and will not have any dealing with the Department in future.

Date :

Place :

Signature of the Bidder

Name of the firm and stamp

NATIONAL SCHOOL OF DRAMA

ANNEXURE – II

(TO BE KEPT DULY SIGNED IN ENVELOPE 2 – ‘FINANCIAL BID’)

HIRING OF TENT MATERIAL FOR 23rd BRM-2024

1. Name & address with telephone no. :
of the Registered Tenderer

S. No.	Items	Unit	Rates per unit per day (Rs.)	Lumpsum rates for 21 days per unit (Rs.)
1	Table with frill and cover	Per piece		
2	Round table with cover & frill	Per piece		
3	Chair with cover – iron frame	Per piece		
4	Chair with cover – steel frame	Per piece		
5	Carpets 5'x15' and 8'x5'	Per piece		
6	Patti in good quality (all color)	Per sq.ft.		
7	Electric Standing heater	Per piece		
8	Dustbins big size	Per piece		
9	Water dispenser with blank jar with tap	Per piece		
10	Ceiling 15'x15'	Per piece		
11	Side curtains 15'x15'	Per piece		
12	All colour Masking good quality	Per sq.ft.		
13	(1) Halogen with wire 500 Watt (2) Halogen with wire 1000 Watt	Per piece Per piece		
14	3 phase heavy duty main line	Per running meter		
15	Razai-Gadda Pillow (Set)	Per set		
16	Mattresses 3" & 4"	Per piece		
17	Round Pillow	Per piece		
18	White Chadar	Per piece		
19	Water proof pandal with bamboos fitting including side walls	Per sq.ft.		
20	(1) Sofa set 2 seater – with cover (2) Sofa set 3 seater – with cover	Per piece Per piece		
21	Hanger (Non-AC) water proof	Per sq.ft.		
22	Octonorms stalls with spot light 10'x10' plus tables & chairs with its covers	Per sq.ft.		
23	Pagoda including masking	Per sq.ft.		
24	Power points	Per point		
25	Disposable glass	Per 100 glass		

NOTE :-

1. Rate should be inclusive of all charges which are applicable i.e. transportation & labour etc. GST as applicable will be paid extra. TDS will be deducted from the bills as applicable.
2. Tender will be awarded to the bidder who will quote lowest rates for maximum number of items.
3. NSD may hire some items for one or two days and some items for 21 days. The best quality of all the tent materials should be provided by the bidder.
4. If any vendor/firm does not apply or rates are unreasonable, NSD has right to select any vendor from outside for the said work on reasonable rates as per our requirement.
5. The services provided by bidder shall be to the entire satisfaction of NSD and decision of NSD will be final.

Date :

Place :

Signature of the Bidder

Name of the firm and stamp