

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 LOGISTICS SUPPORT

National School of Drama invites sealed tenders from eligible and reputed agencies for Logistics Support (Transportation with manpower) during International Theatre Festival 23rd **Bharat Rang Mahotsav (BRM) to be held from 01st February to 21st February, 2024 in New Delhi and 12 other cities. The NSD may require Logistics Support (Transportation with manpower) in each city per day as per Annexure-III.** 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 – 1':-

1. Demand Drafts for the Cost of Tender and Earnest Money Deposit. (documents to be enclosed)
2. PAN No. (documents to be enclosed)
3. Goods & Service Tax (GST) Registration No. (documents to be enclosed)
4. Registration certificate of agency (documents to be enclosed).
5. Bank Account details. (documents 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 50 lakh per annum. (documents to be enclosed)
7. Undertaking certificate on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached. Without Undertaking tender will be outrightly rejected.

8. The bidders should submit the Work order of at least 2 nos. projects for providing Logistic Support (Transportation with manpower) services in Government organizations / PSU / autonomous bodies only.

B. SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-

S. No.	Particulars	Details
1	Cost of the Tender	Rs. 500/-
2	Earnest Money Deposit (EMD) / Security Deposit	Rs. 50,000/-
3	Time and last date of submission of tender documents	17.01.2024 till 1500 hours
4	Time and date of opening of technical bid	17.01.2024 till 1530 hours
5	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 Logistics Support Technical Bid (Annexure - 1)**” and “**Tender for Logistics Support 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 Logistics Support**”. 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 **17.01.2024 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:-

The selected firm/agency shall be responsible to :-

1. Bus(s) are required as per the number of persons mentioned in Annexure-III. In addition to buses there are requirement of car(s) for use of NSD staff, Play Director, Chief Guests etc. on day to day basis.
2. Pick up the group/artist from Station/Airport and drop at their respective hotels.
3. Pick up the group/artist from hotel and taking to the respective auditoriums for performances/shows.
4. Pick up the group/artist from respective auditorium and drop back at hotel.
5. Drop the group/artist safely at station/airport, after performances.
6. To provide services of qualified, experienced, well dressed, polite and well behaved persons who can manage pick up and drop of artists, eminent theatre personalities, national/international delegations, Directors, theatre groups participating in this festival at their destination properly.
7. The agency will provide Logistic support (transportation with manpower). The vehicle to be used for transport should be comfortable.
8. Location of hotels and auditoriums are in Delhi and other 12 cities i.e. Mumbai (Maharashtra), Pune (Maharashtra), Bhuj (Gujarat), Jodhpur (Rajasthan), Ramnagar (Uttarakhand), Vijaywada (Andhra Pradesh), Bhubaneshwar (Odisha), Cuttack (Odisha), Dibrugarh (Assam), Gangtok (Sikkim), Patna (Bihar), Srinagar (Jammu & Kashmir) as per Annexure-III.
9. The services provided by bidder shall be to the entire satisfaction of NSD.

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.
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 purposed 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 or 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.

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ANNEXURE-I

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

HIRING OF LOGISTICS SUPPORT (TRANSPORTATION WITH MANPOWER)

S. No.	Description of item	Details / Page No.
1	Name and complete address of the firm/agency	
2	Name, contact number & e mail address of the representative of the firm/agency	
3	Demand Draft No. & Date :- Cost of Tender - Rs. 500/- EMD/Performance Security - Rs. 50,000/-	
4	PAN No. (documents to be enclosed)	
5	Goods & Service Tax (GST) Registration No. (documents to be enclosed)	
6	Registration certificate of agency (documents to be enclosed).	
7	Bank Account details. (documents 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 50 lakh per annum. (documents to be enclosed)	
9	Undertaking certificate on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached. Without Undertaking tender will be outrightly rejected.	
10	The bidders should submit the Work order of at least 2 nos. projects for providing Logistic Support (Transportation with manpower) services in Government organizations / PSU / autonomous bodies only.	

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

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ANNEXURE – II

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

HIRING OF LOGISTICS SUPPORT (TRANSPORTATION WITH MANPOWER)

1. Name & address with telephone no. :
of the Registered Tenderer
2. Financial Bid for the city :

Separate form should be submitted for each city, if the firm having their establishment in more than one city.

S. No.	Specification	Charges for Transportation with Manpower (in Rs.)
1	Lump Sum amount for providing services in one city during the festival period as per Annexure-III.	

Note:- Rate should be inclusive of Toll Tax & Parking Charges etc. GST as applicable will be paid extra. TDS will be deducted from the bills as applicable. The selected firm/agency shall be responsible to :-

1. Bus(s) are required as per the number of persons mentioned in Annexure-III. In addition to buses there will be requirement of car(s) (Innova & Swift Dzire) for use of NSD staff, Play Director, Chief Guests etc. on day to day basis.
2. Pick up the group/artist from Station/Airport and drop at their respective hotels.
3. Pick up the group/artist from hotel and taking to the respective auditoriums for performances/shows.
4. Pick up the group/artist from respective auditorium and drop back at hotel.
5. Drop the group/artist safely at station/airport, after performances.
6. To provide services of qualified, experienced, well dressed, polite and well behaved persons who can manage pick up and drop of artists, eminent theatre personalities, national/international delegations, Directors, theatre groups participating in this festival at their destination properly.
7. The agency will provide Logistic support (transportation with manpower). The vehicle to be used for transport should be comfortable.
8. Location of hotels and auditoriums are in Delhi and other 12 cities i.e. Mumbai (Maharashtra), Pune (Maharashtra), Bhuj (Gujarat), Jodhpur (Rajasthan), Ramnagar (Uttarakhand), Vijaywada (Andhra Pradesh), Bhubaneshwar (Odisha), Cuttack (Odisha), Dibrugarh (Assam), Gangtok (Sikkim), Patna (Bihar), Srinagar (Jammu & Kashmir) as per Annexure-III.
9. The services provided by bidder shall be to the entire satisfaction of NSD.

Date :

Place :

Signature of the Bidder

Name of the firm and stamp

ANNEXURE-III

Period for which Logistics Support (Transportation with Manpower) required by NSD

S.no	Venues	No. of Guests/artists per day (approximately)	Period for which Logistics Support (Transportation with Manpower) is required	Name of the auditorium(S)
1.	Mumbai, Maharashtra	Tentative list attached	1 st to 6 th February, 2024	Shivaji Mandir Auditorium and Mukti Art Foundation
2.	Pune, Maharashtra	Tentative list attached	2 nd to 6 th February, 2024	Dr. Sriram lagoo Rang Avkash, D Building Udyog Bhawan , Heerabag chauk 989Shukrawar peth, Pune
3.	Bhuj, Kuchhch (Gujarat)	Tentative list attached	4 th to 8 th February, 2024	Town Hall Auditorium, Nagar Palika 6MV7+4XH, Ghanshyam Nagar, Bhuj, Gujarat 370001
4.	Jodhpur, Rajasthan	Tentative list attached	5 th to 9 th February, 2024	Jai Narayan vyas SmritiBhawan, Town Hall Jodhpur SNA Auditorium
5.	Vijayawada, Andhara Pradesh	Tentative list attached	6 th to 11 th February, 2024	Tummalapalli Kalkshetram Auditorium, Busstand Rd, Oposite Govt. Hospital Two Town Hanumanpet, vijaywada
6.	Bhubaneswar, Odisha	Tentative list attached	8 th to 10 th February, 2024	Rabindra Natya Mandap, Bhauma Nagar, Parthasarathi Lane, Old Ag Colony, Unit 4, Madhusudan Nagar, Bhubaneswar, Odisha 751022
7.	Dibrugrah, Assam	Tentative list attached	9 th to 13 th February, 2024	India Club Theatrical Institution Auditorium, Trunk Road Dibrugarh Assam

8.	Cuttack, Odisha	Tentative list attached	12 th to 15 th February, 2024	Kala Vikas Kendra Auditorium, 8, Cantonment Rd, Biju Patnaik Colony, Cuttack, Odisha 753008
9.	Delhi	Tentative list attached	2 nd to 21 st February, 2024	Kamani, LTG, SRC, Abhimanch, Bahumukh, chaumukh, Open lawn, Meghdoot SNA
10.	Patna, Bihar	Tentative list attached	14 th to 19 th February, 2024	Kalidas Rangalaya, South East , Gandhi Maidan Patna
11.	Ramnagar, Uttarakhand	Tentative list attached	15 th to 20 th February, 2024	ND Tiwari Auditorium, Gas Godam Road, Ramnagar Nainital
12.	Srinagar, J&K	Tentative list attached	16 th to 20 th February, 2024	Tagore Hall, 3 R 75+Q2W , Iqbal Park Wazeer Bagh , Srinagar J&K
13.	Gangtok, Sikkim	Tentative list attached	9 th to 21 st February, 2024	Manan Kendra Auditorium

Tentative schedule for Mumbai (1st to 6th February, 2024)

<u>Arrival of Guests</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
31 st January, Morning	37	1 st February	1 st February, Night
Local Team	33	Local Team	Local Team
2 nd February	12	3 rd February	4 th February
3 rd February	4	4 th February	5 th February
4 th February	25 + 9 extra bare by Group	5 th February	6 th February
5 th February	19	6 th February	7 th February

Tentative schedule for Bhuj – Kuchch, Gujarat 4th to 8th February, 2024

<u>Arrival</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
3 rd February	25	4 th February	5 th February
4 th February	21	5 th February	6 th February at 7:00 PM
5 th February	25	6 th February	7 th February
6 th February	18	7 th February	8 th February
7 th February	24	8 th February	9 th February

Tentative schedule for Dibrugarh (9th to 13th February), 2024

<u>Arrival</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
8 th February	25	9 th February	10 th February
9 th February	19	10 th February	11 th February
10 th February	10	11 th February	12 th February
10 th February, 11 PM	18	12 th February	13 th February
12 th February, Morning	7		
12 th February	18	13 th February	14 th February

Tentative schedule for Bhubaneswar (8th to 10th February), 2024

<u>Arrival</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
7 th February	37	8 th February	9 th February
8 th February	21	9 th February	10 th February
9 th February	25	10 th February	11 th February

Tentative schedule for Cuttack Odisha (12th to 15th February), 2024

<u>Arrival</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
11 th February	25	12 th February	13 th February
12 th February	19	13 th February	14 th February
13 th February	21	14 th February	15 th February
14 th February	6	15 th February	16 th February

Tentative schedule for Srinagar (16th to 20th February, 2024)

<u>Arrival</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
15 th February	21	16 th February	17 th February
NA	NA	17 th February	NA
17 th February	25	18 th February	19 th February
18 th February	18	19 th February	20 th February
19 th February	8	20 th February	21 th February

Tentative schedule for Vijaywada (6th to 11th February, 2024)

<u>Arrival</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
4 th February	41	6 th February	7 th February
6 th February	15	7 th February	8 th February
7 th February	11	8 th February	9 th February
8 th February	25	9 th February	10 th February
9 th February	10	10 th February	11 th February
10 th February	23	11 th February	12 th February

Tentative schedule for Ramnagar, Uttarakhand 15th to 20th February 2024

<u>Arrival</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
14 th February	37	15 th February	16 th February
15 th February	20	16 th February	17 th February
16 th February	25	17 th February	18 th February
17 th February	5	18 th February	19 th February
18 th February	20	19 th February	20 th February
19 th February	25+10 extra bare by group	20 th February	21 st February

Tentative schedule for Pune – (2nd to 6th February, 2024)

<u>Arrival</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
2 nd February Morning 3-4 Am	37	2 nd February	2 nd February
3 rd February	6	4 th February	5 th February
2 nd February	18	3 rd February	4 th February
4 th February	12	5 th February	6 th February
5 th February	25	6 th February	7 th February

Tentative schedule for Patna, Bihar (14th to 19th February, 2024)

<u>Arrival</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
13 th February	25	14 th February	15 th February
14 th February	19	15 th February	16 th February
15 th February	16	16 th February	17 th February
16 th February	25	17 th February	18 th February
17 th February	25	18 th February	19 th February
18 th February	23	19 th February	20 th February

Tentative schedule for Jodhpur (5th to 9th February, 2024)

<u>Arrival</u>	<u>Artist</u>	<u>Show Date</u>	<u>Departure Date</u>
4 th February	25	5 th February	6 th February
5 th February	25	6 th February	7 th February
6 th February	24	7 th February	8 th February
7 th February	20	8 th February	9 th February
8 th February	24	9 th February	10 th February

Tentative schedule for Gangtok (9th to 21st February, 2024)

Artist : 26 approx per day 9 th to 21 st February, 2024

Tentative schedule for Delhi (1st to 21st February, 2024)

<u>Group Arrival</u>	<u>Artist + Guest</u>	<u>Show date</u>	<u>Departure</u>
1 st February, 2024	33	2 nd February, 2024	3 rd February, 2024
2 nd February, 2024	25	3 rd February, 2024	4 th February, 2024
3 rd February, 2024	25	4 th February, 2024	5 th February, 2024
4 th February, 2024	25	5 th February, 2024	6 th February, 2024
5 th February, 2024	25	6 th February, 2024	7 th February, 2024
6 th February, 2024	25	7 th February, 2024	8 th February, 2024
7 th February, 2024	25	8 th February, 2024	9 th February, 2024
8 th February, 2024	40	9 th February, 2024	10 th February, 2024
9 th February, 2024	45	10 th February, 2024	11 th February, 2024
10 th February, 2024	50	11 th February, 2024	12 th February, 2024
11 th February, 2024	109	12 th February, 2024	13 th February, 2024
12 th February, 2024	137	13 th February, 2024	14 th February, 2024
13 th February, 2024	50	14 th February, 2024	15 th February, 2024
14 th February, 2024	69	15 th February, 2024	16 th February, 2024
15 th February, 2024	87	16 th February, 2024	17 th February, 2024
16 th February, 2024	65	17 th February, 2024	18 th February, 2024
17 th February, 2024	57	18 th February, 2024	19 th February, 2024
18 th February, 2024	128	19 th February, 2024	20 th February, 2024
19 th February, 2024	130	20 th February, 2024	21 st February, 2024