

# **National School of Drama**

(An Autonomous Institute under Ministry of Culture, Govt. of India)  
Bahawalpur House, Bhagwan Das Road, New Delhi-110001

## **Tender Notice for Flex Printing items**

National School of Drama (NSD), an Institute under Ministry of Culture is organizing International Theatre Festival of India, 23<sup>rd</sup> Bharat Rang Mahotsav (BRM) from 1<sup>st</sup> February to 21<sup>st</sup> February, 2024 in Delhi and other twelve cities. During this festival, NSD will showcase approx 110 plays including production from abroad. Sealed tenders are invited from the interested firms/parties/printers for **Flex printing** as per details/specifications given in the tender documents for Bharat Rang Mahotsav (BRM) and other academic activities.

Interested Firms/parties having adequate experience in the relevant field(s) are required to submit their sealed tenders to the undersigned with tender fee of Rs. 500/- & EMD Rs. 25000/- both by Demand Draft in favour of Director, National school of Drama, New Delhi. Last date for submission of tender is 23-01-2024 by 3:00 p.m. The tender document is available on our website [www.nsd.gov.in](http://www.nsd.gov.in).

The Director, NSD, reserves the right to accept/ reject to any or all the tender without assigning any reason.

**Registrar**  
National School of Drama

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## TENDER DOCUMENT

National School of Drama (NSD), an Institute under Ministry of Culture is organizing International Theatre Festival of India, 23<sup>rd</sup> Bharat Rang Mahotsav (BRM) from 1<sup>st</sup> February to 21<sup>st</sup> February, 2024 in Delhi and other twelve cities. The bids are invited in two parts, i.e. **Technical Bid** and **Financial Bid**. Technical Bid should contain all technical details, as per the Performa at **Annexure-I**. The Financial Bid should indicate item-wise prices, as per the Performa at **Annexure-II**.

### 2. General conditions for Submission of Tender

- i) Tenders in sealed covers (separately for each Annexure) addressed to The Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001 – should be submitted along with demand draft Rs. 500/- (Rupees Five Hundred only) towards non refundable tender fee and Demand Draft of Rs. 25,000/- (Rupees Twenty Five Thousand Only) towards refundable EMD. Both the Demand Drafts should be drawn in favor of **Director, National School of Drama**, payable at New Delhi.
- ii) Format for prequalification of bids should also be submitted along with the bid.
- iii) The tenderer may submit bids in one sealed cover super scribed as **Tender for Flex Printing**.

### 3. Pre-qualifications for tenderers

- i) The tenderer firm should be reputed having preferably at least 2 years experience in the relevant field and registered with Govt. having PAN and GST No.
- ii) The annual turnover of the firm should not be less than preferably five lakh per annum during two preceding financial years (2021-22 & 2022-23).
- iii) The bidders, 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 that are complete and valid – shall be disqualified.

### 4. Cost of Tender and schedule of submission of Bid.

- i) Cost of the Tender : Rs.500/-
- ii) Time and last date of receipt of tender documents : 1500 hrs on 23-01-2024
- iii) Time and date of opening of bid : 1530 hrs on 23-01-2024

### 5. Earnest Money Deposit

- i) Earnest Money Deposit (EMD) amount of Rs.25,000/- (Rupees Twenty Five Thousand only) shall be submitted along with the offer.
- ii) No interest shall be paid by NSD on the EMD.
- 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 offer.
- iv) EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.
- v) EMD of successful tenders if required may be retained as performance security

## **6. Evaluation of Tender**

- i)** Sealed tenders (technical bid) will be opened in the office of National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001 in the presence of such bidders who may like to be present.
- ii)** The tender will be evaluated by a committee.
- iii)** The financial bids of those tenderers who qualify the technical bid, shall be opened at the office of NSD, in presence of members of the committee duly constituted by the Director, NSD.
- iv)** 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.

## **7. Prequalification for tenderers for financial bid evaluation**

- (i)** Rates should be quoted inclusive all charges except GST.
- (ii)** Rates should be quoted in the prescribed format of **Financial Bid**.
- (iii)** GST will be paid extra.
- (iv)** The tariff/ rates will be applicable from January, 2024 to 31.12.2024 (one year) and no hike in tariff/ rates will be allowed during the year.

## **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. Duration/Period of Contract**

The tender will be valid for the period of January, 2024 to 31.12.2024

## **10. 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.

## **11. 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.
- iv Simultaneously serve a notice on in the similar mode on the Director, NSD requesting him to appoint an arbitrator.
- v 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.
- vi The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be New Delhi.
- vii 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.
- viii The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.
- ix) In case of any dispute/ambiguity that may occur in the tendering process, High Court of Delhi at New Delhi alone shall have the jurisdiction

## 12. **Penalty**

In case, if at the last moment the firm denies to provide their services the NSD shall at its discretion will get the work done from other party at the prevailing rates in the market. The cost of such work/services shall be recovered from the concerned firm. Further any lack in performance and quality of service may result in financial penalty in the form of reduction in final payment.

**(To be kept duly signed in Envelope 1 – Technical Bid for printing job )**

<b>S. No.</b>	<b>Description of item</b>	
1.	Name and address of the printing press	
2.	Name, contact number & e mail address of the representative of the printing press	
3 .	Copies of Income tax return of last two F.Y. 2021-22 & 2022-23 ( to be attached)	
4.	Names of three government organizations / PSUs other reputed establishments or cultural institutions for which the agency is doing printing jobs. Copies of work orders to be attached.	
5.	The firm should have done similar type of jobs with a single order of minimum Rs.20 lacs or two work order of Rs. 10 lacs each. Attach copy of work order.	
6.	Turnover, year-wise, for the last two years - 2021-22 & 2022-23. Documents to be attached.	
7.	GST Number & copy of registration certificate to be attached	
8.	PAN no. copy to be attached	
9.	D.D. nos.& dates i) Cost of tender form Rs. 500/- ii) EMD form Rs. 25,000/-	
10.	Bank Details i) Name of the Bank ii) Name of the Account Holder iii) Account Number iv) IFSC code of the Bank	
11.	Firm should not be black listed in the past by any Govt. Department, an undertaking to this effect may be enclosed.	

Date  
Place:

Signature of bidder  
with stamp

**FINANCIAL BID**

**FLEX PRINTING FOR BHARAT RANG MAHOTSAV (BRM) & OTHER FESTIVALS**

S.N.	Particulars	Rate per sq. ft.. (in Rs.)
1.	Normal Flex multicolor digital printing	
2.	Star Quality flex multicolor Black out digital Printing – 300 GSM	
3.	Flex Digital Printing iron frame on pasting on rent basis	
4.	Black out flex digital printing matt finish star	
5.	Flex digital printing white media star	
6.	Back Light flex print star	
7.	(3m Brand) Vinyl digital printing	
8.	(LG) Vinyl digital printing	
9.	Frotest film digital printing	
10.	MDF sheet $\frac{1}{2}$ " thick including design & cutting	
11.	Sunboard sheet 5mm Digital printing on 3m vinyl on sunboard sheet pasting + lamination	

**Note:**

1. The bidder has to quote the rates of all the items. The L-1 firm will be decided based on the unit value of each item added together.
2. The above rates will be applicable till 31 December, 2024.
3. GST as applicable will be paid extra. However, no other charges i.e transportation, etc. will be paid.
4. This includes rates of the iron frame for the period of installation.
5. Rate should be quoted including the charges of delivery at the site of installation.
6. NSD reserve the right to order for printing and installation of flex to any other vendor at approved rates.

**Signature of the Bidder  
Name of the firm and stamp**

Date :

Place: