

# **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 PROVIDING CARS & BUSES ON HIRING BASIS FOR DELHI/NCR**

1. Sealed Tenders are invited from eligible and reputed **Travel agencies (only Delhi based)** for **Providing Cars & Buses on hiring basis** for day-to-day official requirements and for festival purposes, for a period of two year effective from the date of award of contract. Agencies shall have relevant experience of having provided similar services to Government organizations/PSUs in Delhi only.
2. Tender Documents can be downloaded from NSD's website <http://www.nsd.gov.in>
3. The bids are invited into two parts, i.e., **Qualifying/Technical Bid and Financial Bid**. The Qualifying/Technical Bid consists of all technical details along with commercial terms and conditions as per the proforma at **Annexure-I**. The Financial Bid for the items mentioned in proforma at **Annexure-II & III**.
4. The Technical Bid and Financial bid should be sealed by the bidder in separate covers duly superscribed "**Tender for providing Cars & Buses on hiring basis-Technical Bid (Annexure-I)**" and "**Tender for providing Cars & Buses on hiring basis-Financial Bid (Annexure-II & III)**" respectively and both these sealed covers have to be put in a bigger cover which should also be sealed and duly superscribed "**TENDER FOR PROVIDING CARS & BUSES ON HIRING BASIS**". 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 **20.08.2024 till 1500 hours**.

### **A. ELIGIBILITY CONDITIONS FOR TECHNICAL BID.**

**Bidders are required to submit the following information/documents in 'Annexure-I':-**

1. Demand Draft for Earnest Money Deposit / Performance Security. (document to be enclosed).
2. PAN No. (documents to be enclosed).
3. Goods & Service Tax (GST) Registration No. (documents to be enclosed).
4. Registration under Delhi Shops & Establishment (documents to be enclosed).
5. 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 2021-22 & 2022-23 and should not be less than 50 lakh per annum. (documents to be enclosed).

6. The travelling agency must have their registered office and taxi/bus stand within radius of 10 km. from National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001 to consider the tender. The tender not fulfilling the above criteria will be outrightly rejected.
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 similar services in each Work Order in two different Government organizations / PSU / autonomous bodies in Delhi only. The minimum period of each Work Order must be one year w.e.f. 01.04.2022 onwards.
9. In case the rates quoted by two or more parties found same, tender will be awarded on the basis of turnover of the Tenderer. The decision of Director, NSD will be final in this regard.

**B. SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-**

S. No.	Particulars	Details
1	Earnest Money Deposit (EMD) / Performance Security Deposit	Rs. 1,00,000/-
2	Time and last date of submission of tender documents	<b>20.08.2024 till 1500 hours</b>
3	Time and date of opening of technical bid	<b>20.08.2024 till 1530 hours</b>
4	Procedure for submitting the bids	Two bid systems

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

1. Earnest Money Deposit (EMD) of **Rs. 1,00,000/- (Rupees One Lakh 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. Only such transporters shall be considered who are agree to provide their services from NSD to NSD for billing purposes and not from Garage to Garage.
2. The transporters should have at least a fleet of 10 Vehicles.
3. The tenderer will be required to provide cars & buses to the NSD on prior notice. The tenderer will also be required to provide cars & buses at short notice, i.e., even at the notice of half an hour over telephone.
4. The transport shall appoint experience and skillful drivers and they shall have valid driving license and they should be their employees. Obtaining the necessary permission/approval of the concerned State police/appropriate authorities shall be the responsibility of transporter.
5. In case of breakdown of any vehicle, the firm/contractor shall be able to provide services of additional vehicle.
6. The transporter shall ensure that the vehicles provided are in good condition, road worthy with proper/comfortable seats to withstand the stains of long journey.
7. The transporter will be responsible for any mis-happening while on journey in their vehicles.
8. 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. If the Tenderer qualifies in the technical bid, then only its financial bid shall be opened. The financial bids shall be opened by a Committee constituted by the 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 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. 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.
6. The bidder will have to produce the originals of the photocopies attached for the purpose of verification whenever required.
7. 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.
8. 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.

9. 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.
10. 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.
11. All the statutory requirement to be complied as per government rules & regulations.
12. 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.
13. Conditional tender will not be accepted at any cost or in any circumstances.

**G. DURATION/PERIOD :-**

The contract will be valid for a period of two years from the date of agreement. The contract can also be extended further as per requirement, if services are found satisfactory on same tender terms & conditions.

**H. TERMINATION OF CONTRACT:-**

In the event of services rendered being found unsatisfactory, the contract is liable to be terminated by giving 30 days notice and performance security deposit will be forfeited. The decision of the Director, NSD in this regard will be final.

**I. DISPUTE RESOLUTION:-**

In case of any dispute with regard to the interpretation of any clause(s) of this agreement, the same shall be referred to the sole arbitrator appointed under the provision of Indian arbitration and conciliation Act 1996 by NSD (Ist Party) at the cost of both the parties in equal measure, whose decision will be final and binding on both parties. All the disputes arising between the parties shall be tried within the Delhi jurisdiction.

### **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’ )**

**TENDER FOR PROVIDING CAR & BUSES ON HIRING BASIS FOR DELHI/ NCR**

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. 1,00,000/-	
4	PAN No. (documents to be enclosed).	
5	Goods & Service Tax (GST) Registration No. (documents to be enclosed).	
6	Registration under Delhi Shops & Establishment (documents to be enclosed).	
7	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 2021-22 & 2022-23 and should not be less than 50 lakh per annum. (documents to be enclosed).	
8	Distance from National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001. The travelling agency must have their registered office and taxi/bus stand within radius of 10 km. from National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001 to consider the tender. The tender not fulfilling the above criteria will be outrightly rejected.	
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 similar services in each Work Order in two different Government organizations / PSU / autonomous bodies in Delhi only. The minimum period of each Work Order must be one year w.e.f. 01.04.2022 onwards.	

**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’ )**

**TENDER FOR PROVIDING CARS ON HIRING BASIS FOR DELHI/ NCR**

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

S. No.	Description	Dizer / Etios / Verna A.C. Car (4+1 seater)	Innova A.C. Car (6+1 seater)	Innova A.C. Car (7+1 seater)
1	Rates for 8 hours / 80 Kms			
2	Rates for 24 hours / 100 Kms			
3	Rates for Extra Kms over & above 80 Kms			
4	Rates for extra per hour			
5	Outstation rates for 300 Kms / per day			
6	Night halt charge per night after 10:00 p.m.			

**For official use of Director, NSD on monthly rental basis:-**

S. No.	Description	Ertiga (Latest Model)
1	On monthly rental basis up to 2400 kms. (240 HRS.)	
2	Rates for extra per Km/hrs	
3	Night halt charge per night after 10:00 p.m.	

**Note:-**

1. The above rates will be applicable for Delhi / NCR. All above rates should be applicable on the basis of billing from NSD to NSD / dropping place as the case may be. Parking charges, Toll Tax & GST as applicable will be paid extra. TDS will be deducted from the bills as applicable.
2. In case the rates quoted by two or more parties found same, tender will be awarded on the basis of turnover of the Tenderer. The decision of Director, NSD will be final in this regard.

Date :

Place :

**Signature of the Bidder**

**Name of the firm and stamp**



**NATIONAL SCHOOL OF DRAMA**

**ANNEXURE-III**

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

**TENDER FOR PROVIDING BUSES ON HIRING BASIS FOR DELHI/ NCR**

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

S. No.	Description	Tempo Traveller 17 seater (A.C.)	Tempo Traveller 26 seater (A.C.)	Deluxe Bus 27 seater (A.C.)	Deluxe Bus (2x2 seater) 35 seater (A.C.)	Deluxe Bus 45 seater (A.C.)
1	Rates for 8 hours / 80 Kms					
2	Rates for 24 hours / 100 Kms					
3	Rates for Extra Kms over & above 80 Kms					
4	Rates for extra per hour					
5	Outstation rates for 300 Kms / per day					
6	Night halt charge per night after 10:00 p.m.					

**Note:-**

1. The above rates will be applicable for Delhi / NCR. All above rates should be applicable on the basis of billing from NSD to NSD / dropping place as the case may be. Parking charges, Toll Tax & GST as applicable will be paid extra. TDS will be deducted from the bills as applicable.
2. In case the rates quoted by two or more parties found same, tender will be awarded on the basis of turnover of the Tenderer. The decision of Director, NSD will be final in this regard.

Date :

Place :

**Signature of the Bidder**

**Name of the firm and stamp**