

## ***NATIONAL SCHOOL OF DRAMA***

**(An autonomous Institute under Ministry of Culture, Govt. of India)**

**Bahawalpur House, 1, Bhagwandas Road, New Delhi-110001**

### **Tender Document along with Terms & Conditions**

**Subject:- Invitation of Tender for Hiring of building space for conducting one year course in theatre training in Mumbai, Maharashtra on lease basis.**

The National School of Drama (NSD) is one of the foremost theatre training institutions in the world and the only one of its kind in India. NSD invites sealed tenders for **“Hiring of building space for conducting one year course in theatre training in Mumbai, Maharashtra on lease basis”**. The building area to be provided on lease should have minimum carpet area of 2500–3000 Sq.Ft. for running various theatre activities.

**The building area to be provided on lease should have the following facilities:-**

1. The building area to be provided on lease should have minimum carpet area of 2500–3000 Sq.Ft. and should have at least two big rooms of 800-1600 Sq.Ft. each for running various theatre activities.
2. The building should be located preferably in Andheri West Mumbai approachable to Metro/Bus/Rail with easy access, keeping safety / security in mind and away from the busy road. It should be fit and approved with all the licenses required.
3. Assured free parking space to be provided/made available for four/two wheelers.
4. There should be a provision for 24x7 electricity supply with 100% power backup round the clock.
5. The building should be in a ready to move/use condition with round the clock electricity & water supply, lifts, sewerage and fire fighting equipment with proper security systems.
6. It should meet the essential requirement of safety, security guard CCTV Cameras, privacy, air conditioning, sitting area, generator backup, sound insulated and preferably near to metro/bus stand/ railway station.
7. The building space should have electrical fixtures such as switches, power points etc. of reputed company.
8. The building should have proper fire exit properly marked with signages.
9. Preference would be given to exclusive building with a secured boundary wall and independent entrance.
10. The building should have adequate security cover to protect the occupants.
11. Routine maintenance of (civil, seepage, leakage, white wash, sewer cleaning, electrical, mechanical, plumbing including consumables etc.) shall be provided by the owner and the owner will be responsible for carrying out repair and maintenance of the premises as & when required. No additional charges shall be paid for the same.
12. In case of high rise buildings, provision of lift(s) is essential which will be maintained and operated by the owner of the rented/lease premises.
13. No advance rent is payable.
14. The space offered should be free from encumbrance, liability and litigation with respect to its ownership, lease/renting and pending payments against the offered space.

### **TENDER COST**

The cost of tender document is Rs. 1,000/- (Rs. One Thousand only) is to be paid in the form of a crossed Demand Draft/Pay Order drawn in favour of **National School of Drama, New Delhi.-110001**. The demand draft should be enclosed with the tender document.

### **EARNEST MONEY DEPOSIT (EMD)**

1. Earnest Money Deposit (EMD) of Rs. 25,000/- (Rs. Twenty Five Thousand only) is to be submitted in the form of a crossed Demand Draft/Pay Order drawn in favour of **National School of Drama, New Delhi. -110001**. The demand draft should be enclosed with the tender document.
2. The EMD shall remain deposited with the NSD during the period of validity of the offer, i.e., maximum period of 90 calendar days from the date of opening of tender.
3. No interest shall be paid by NSD on the EMD for the above said period.

**Note:- The tenders received without Tender Cost & EMD shall be summarily rejected.**

## **TERMS AND CONDITION**

1. The interested parties, who are the lawful owner of the building only should send their tenders in a sealed cover superscribing "**Tender for Hiring of building space for conducting one year course on theatre in Mumbai, Maharashtra on lease basis**" addressed to **The Registrar, National School of Drama, Bahawalpur House, 1, Bhagwandas Road, New Delhi- 110001** on or before **02.12.2024 at 1500 hours**.
2. **The Proposal should be submitted in two parts in two separate sealed envelopes.** The first part should be the "**TECHNICAL BID**" which should meet the space requirement as per Technical bid and should contain technical features like design parameters, power supply, provision of lift, type of construction, common facilities, specious airy, safety measure, privacy, availability of parking space, 24x7 hot & cold water, round the clock electricity with proper lighting & ventilation system etc. The second part should be the "**FINANCIAL BID**" which should indicate the proposed rent to be charged and financial terms and conditions. Both the bids should be in separate sealed envelopes and the envelopes should clearly indicate at the top "**FINANCIAL BID**" or **TECHNICAL BID**". The technical bid will be opened in the first instance and the Financial Bid shall be opened only in respect of those bidders, who are short-listed on the basis of their Technical bids and found suitable as per NSD requirement.
3. The Technical bid should inter-alia contain details as follows:-
  - (a) Documents in support of their ownership of the land/building. If there is any encumbrance on the property, the same shall be disclosed.
  - (b) The location and address of the building.
  - (c) Detailed approved plan of the building.
  - (d) Clearances/No objection certificate, Fire NOC from all the relevant authorities.
  - (e) Facilities and amenities available with the building.
4. **A committee constituted by the National School of Drama will inspect the complete site of the tender(s) fulfilling the Technical criteria and will open only those financial bid(s) which are found suitable as per requirement of the NSD. The decision of the NSD committee will be final.**
5. The financial bid will inter-alia include-
  - (a) The rent demanded per sq. ft. (carpet area etc.) and the rent offered should be inclusive of property tax or any other tax required to be paid by the property owner.
  - (b) If the bidder intends to charge separately for the facility of power backup provided he/she may indicate the amount payable on this account.
  - (c) If the building has any encumbrance or charge, specify all such relevant details.
6. Conditional offers will be summarily rejected.
7. Electric connection in the premises will be arranged by the owner of the premises offered but electricity bill will be paid by the NSD.
8. For the purpose of providing security the owner will provide the necessary security staff and CCTV Cameras.
9. The tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tenders.

10. The NSD reserves the right to accept/reject/cancel all or any quotation without assigning any reason thereon.
11. The successful bidder will have to execute lease deed.
13. Payments of rent will be made on monthly basis by account payee cheque or by digital mode in favour of owner after deduction of the tax at source (TDS) as applicable from time to time.
14. The period of lease should be for three years with provision for extension of lease on mutually agreed terms.
15. The lease can be cancelled by either side by giving a notice of not less than one month expressing its intention to terminate the lease. However, lessor cannot terminate the lease period in the mid of an academic session of one year, until and unless agreed by Lessee.
16. The participating bidders will have to nominate one person who will act as the authorised representative of the owner in case owner is not available for discharging his responsibilities.
17. If any dispute or difference of any kind whatsoever arises 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 resorting to the following in the order hereunder mentioned.
18. Parties shall make an endeavour, at first instance, to settle such dispute by mutual discussion between them for a period of 30 days after receipt of notice sent by the aggrieved party regarding existence of such dispute.
19. If the dispute cannot be settled by mutual discussions within 30 days as provided herein, the dispute shall be referred for Arbitration by sole arbitrator appointed by the Director, NSD.
20. The aggrieved party shall serve a notice in the prescribed mode on the Director, NSD requesting him to appoint an arbitrator.
21. The arbitration proceedings shall be held in accordance with the provisions of The Arbitration and Conciliation Act 1996, as amended up to date.
22. The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be New Delhi.
23. Each party shall bear the costs of the sole arbitrator equally. The Sole Arbitrator may also decide as to which party shall bear the cost of the proceedings.
24. The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.
25. The lease can be extended further on mutual terms as per requirement after the satisfactory completion of the lease period.

### **PENALTY CLAUSE:-**

Failure on the part of the owner to perform his obligations/duties under the contract will render him liable to imposition of penalty in addition to forfeiture of performance security. The decision of the Director, NSD will be final in this regard.

1. NSD shall be under no obligation to accept the lowest quotation.
2. Non-fulfilment of any of the above terms shall result in rejection of Bid.
3. All disputes arising out of this contract will be subject to the Jurisdiction of Hon'ble High Court of Delhi or courts subordinate to High Court of Delhi, at New Delhi only.
4. The NSD reserves the right to reject all or any tender without assigning any reason thereof.

**TECHNICAL BID**  
**DETAILS OF BUILDING SPACE REQUIRED**

<b>Sr. No.</b>	<b>Particulars</b>	<b>To be filled by the tenderer</b>
1	Total carpet area of 2500–3000 Sq.Ft.	
2	Two big rooms of 800-1600 Sq.Ft. each with minimum 10 feet height	
3	Number of Toilets	
4	Canteen / sitting area in Sq.Ft.	
5	Parking space for 4/2 wheelers in Sq.Ft.	
6	Open space available in Sq.Ft.	

**DETAILS OF OFFER FOR LEASE**

<b>1. DETAILS OF OWNER :-</b>	<b>To be filled by the tenderer</b>
1.1 Name	
1.2 Address	
1.3 Telephone/Mobile No.	
1.4 Fax No. (if any)	
1.5 E-mail address	
1.6 <b>Name of Contact person &amp; Phone No.</b>	
<b>2. DETAILS OF THE PROPERTY :-</b>	
2.1 Address and locality in which the property is situated	
2.2 Enclose a copy of complete floor plans of the premises offered.	
2.3 Coloured site plan showing location of premises offered, surrounded roads.	
2.4 Type of structure.	
2.5 Number of floors in the building and the floor/s on which the premises offered.	..... floors in the building. Premises on ..... floor/s offered.
2.6 Year of construction of the building as per records of Municipality	
2.7 Whether the building plan approved by the local authorities or not and enclose a copy of the same.	Yes, approved vide letter no. .... dated .....
2.8 Clearances/No objection certificate, Fire NOC from all the relevant authorities	
2.9 If the Fair Rent Certificate was issued previously (if yes, give no. & date and fair assessed earlier, attach copy of the same	
<b>3. AMENITIES/FACILITIES PROVIDED:-</b>	
3.1 Whether Municipal water supply 24x7 available or not. If not state the other source of water supply.	

3.2	Whether sanitary facilities (Toilets, WC) available within the premises offered.	Yes/No .....Toilets/Bath Room/WC.
3.3	Provision for 24x7 electricity supply with 100% power backup round the clock	Yes/No
3.4	Whether separate 3 phase electric power supply available or not. If available sanctioned power load	Yes/No .....KVA
3.5	Whether fully air conditioning available	Yes/No
3.6	Whether security guard and CCTV Cameras are available for security purpose	Yes/No
3.7	Whether exclusive parking space is available with details	Yes/No.
3.8	Whether lift facility available or not	Yes/No
3.9	Standby Generator arrangement if any.	Yes/No
3.10	Fire fighting arrangements if any	Yes/No
3.11	Security arrangements if any	Yes/No
3.12	Please mention if any other facility is provided	
<b>4.</b>	<b>LEASE TERMS :-</b>	
4.1	The period of lease should be for three years provision for extension of lease on mutually agreed terms	

**Place :**

**Date :**

**Signature of owner**

## **FINANCIAL BID**

With reference to your advertisement in the news paper/s dated .....I / We hereby offer the premises owned by me to be used for theatre activites on lease basis as per terms and conditions and other details furnished in the technical bid. The general information of the premises offered to National School of Drama on lease and the rent per sq.ft. of rentable floor area is as under:-

<b>S.No.</b>	<b>Particulars</b>	<b>To be filled by the tenderer</b>
1	Location of the space/building should be preferably in Anderi West Mumbai i. Plot No./Name of the Building ii. Name of the Street/Locality	
2	Rentable area of the space/building offered in Sq. Ft. (Minimum space required 2500-3000 Sq.Ft.) Two big rooms of 800-1600 Sq.Ft. each with minimum 10 feet height	
3	Monthly rent per Sq.ft. or Lumpsum (on rentable area basis inclusive of all taxes as applicable).	
4	Amount of House Tax paid for the previous financial year by the landlord (copy of receipt to be attached)	
5	Details of increase in rent, if any	
6	Other charges, if any	

**Place :**

**Date :**

**SIGNATURE OF THE OWNER**