

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, 24th Bharat Rang Mahotsav (BRM) from 28th January 2025 to 16th February, 2025 in Delhi and other ten cities. Sealed tenders are invited from the interested firms/parties/printers for **Flex printing items** as per details/specifications given in the tender document.

Interested Firms/parties having adequate experience in the relevant field(s) are required to submit their sealed tenders to the undersigned. The tender document is available on our website www.nsd.gov.in. The Director, NSD, reserves the right to accept/ reject any or all the tenders without assigning any reason.

Last date for submission of tender is 13.01.2025 by 3:00 p.m.

Registrar
National School of Drama

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Bahawalpur House, Bhagwan Das Road, New Delhi-110001

TENDER DOCUMENT

National School of Drama (NSD), an Institute under Ministry of Culture is organizing International Theatre Festival of India, 24th Bharat Rang Mahotsav (BRM) from 28th January to 16th February, 2025 in Delhi and other ten 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 price, as per the Performa at **Annexure-II**.

1. 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**.

2. Pre-qualifications for tenderers for technical evaluation

Bidders are required to submit the following information/documents:

- i. Name of Bank and Account No.
- ii. Copy of PAN No. of the firm.
- iii. Copy of GST No.
- iv. Copies of Income Tax Returns for last two years
- v. The bidder should have experience in the relevant field(s).
- vi. Names of three government organizations / PSUs / other reputed establishments or cultural institutions for which the firm has done jobs, along with work order
- vii. The firm should have done similar type of urgent jobs with a single order of minimum Rs.10.00 lacs or two work orders of Rs.5 lacs each. Please attach copies of work order(s)/Bills.
- viii. The annual turnover of the firm should not be less than of Rs.20 lacs in each financial year.
- ix. The tenderer shall submit a balance sheet or certificate duly certified by a Chartered Accountant indicating the annual turnover for the last two years FY- 2022-23 & 2023-24.
- x. The tenderer shall submit a certificate stating that they have never been debarred/blacklisted by any Government/ PSU's/cultural institutions.

3. 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 13.01.2025.
- iii.** Time and date of opening of bid 15:30hrs on 13.01.2025
- iv.** This is a two-bid systems. The first envelope containing the Technical Bid (Annexure-1) shall be sealed and super scribed '**Technical Bid for FLEX PRINTING**, and shall also contain the bank draft for the Tender fee & Earnest Money Deposit. The second envelope containing the Financial Bid (Annexure-2) shall be sealed and super scribed '**Financial Bid for FLEX PRINTING**'. Both these envelopes shall be put into a third envelope which shall be sealed and super scribed "**Tender for FLEX PRINTING ITMES**" and addressed to the **Registrar, National School of Drama, Bahawalpur, House, Bhagwandas Road, New Delhi 110001.**
- v.** Only the Technical Bids shall be opened 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 the technical bid.
- vi.** Those who do not meet the requirements of the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened
- vii.** In the Financial Bid, the prices should be quoted inclusive of all charges except GST.GST will be paid extra.

4. 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
- vi.** The firm who are registered with MSME department should submit a valid certificate issued to the firm by the competent authority for the waiving off tender fee and EMD amount

5. Evaluation of Tender

- i.** The tender will be evaluated on the basis of two-bid system.
- ii.** The technical bid shall be opened in the presence of their representatives who may like to be present on the specified date and time at the office of the National School of Drama.
- iii.** The financial bid 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 National School of Drama 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.
- v.** The National School of Drama 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.

6 .Duration/Period of Contract

The tender will be valid for the period of January, 2025 to 31.12.2025

7.Payment Terms

Payment of the bill of the party will be made within a reasonable period of the submission of bill after satisfactory services and statutory deductions like Tax Deduction at Source as applicable from time to time.

8. 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.

9. 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 or 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.

10.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 and forfeit the EMD. 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 Flex Printing Job)

S. No.	Description of items	
1.	Name and address of the printing press/firm	
2.	Name, contact number & email address of the representative of the printing press	
3.	Copies of Acknowledgments of Income tax return for the last two F.Y.2022-23 & 2023-24 (to be attached)	YES / NO
4.	Names of three government organizations / PSUs other reputed establishments or cultural institutions for which the agency is doing printing jobs. (attach copy of work orders)	
5.	The firm should have done similar type of jobs with a single order of minimum Rs.20 lacs or two Work Orders of Rs. 10 lacs each. (attach copy of work orders)	YES / NO
6.	Turnover, year-wise, for the last two years – 2022-23 & 2023-24. A certificate issued by the CA to be attached.	
7.	GST Number & copy of registration certificate to be attached	
8.	PAN No. Copy to be attached	
9.	Either MSME valid Certificate to be attached or amount of Tender Fee and EMD is to be deposited as under:- (i) D.D. nos. & dates (ii) Cost of tender form Rs.500/- (iii) EMD form Rs.25,000/-	
11.	Bank Details i) Name of the Bank ii) Name of the Account Holder iii) Account Number iv) IFSC code of the Bank	
12.	Firm should have not been black listed in the past by any Govt. Department etc., (attach an undertaking to this effect)	YES / NO

Date:

Place:

**Signature of bidder
with stamp**

FINANCIAL BID FOR FLEX PRINTING

	ITEM	Rate per sq.ft. in Rs.
A.	NORMAL FLEX MULTI COLOR DIGITAL PRINTING: <ul style="list-style-type: none"> ➤ 250 GSM ➤ WITH PASTING ➤ WITH HANGING AT VENUE (AS BACKDROP / HOARDING / STANDEE ETC) ➤ WITH IRON FRAME (ON RENT BASIS) ➤ WITH INSTALLATION 	
B.	STAR QUALITY FLEX MULTICOLOR BLACK OUT DIGITAL PRINTING: <ul style="list-style-type: none"> ➤ 300 GSM ➤ WITH PASTING ➤ WITH HANGING AT VENUE (AS BACKDROP / HOARDING / STANDEE ETC) ➤ WITH IRON FRAME (ON RENT BASIS) ➤ WITH INSTALLATION 	
C.	STAR QUALITY MULTI COLOR BLACK OUT DIGITAL PRINTING WITH MATT FINISH : <ul style="list-style-type: none"> ➤ 250 GSM ➤ WITH PASTING ➤ WITH HANGING AT VENUE (AS BACKDROP / HOARDING / STANDEE ETC) ➤ WITH IRON FRAME (ON RENT BASIS) ➤ WITH INSTALLATION 	
D.	SUNBOARD SHEET DIGITAL PRINTING <ul style="list-style-type: none"> ➤ 5MM ➤ 3 M VINYL ➤ WITH PASTING & LAMINATION 	
E.	VINYL MULTI COLOR DIGITAL PRINTING – 3M BRAND : <ul style="list-style-type: none"> ➤ WITH PASTING + HANGING + INSTALLATION + WITH IRON FRAME (ON RENT BASIS) AT VENUE (AS BACKDROP / HOARDING / STANDEE ETC) 	
F.	VINYL MULTI COLOR DIGITAL PRINTING LG BRAND : <ul style="list-style-type: none"> ➤ WITH PASTING + HANGING + INSTALLATION + WITH IRON FRAME (ON RENT BASIS) AT VENUE (AS BACKDROP / HOARDING / STANDEE ETC) 	

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. GST as applicable will be paid extra. However, no other charges i.e transportation, etc. will be paid. This includes rates of their frames for the period of installation. Rate should be quoted including the charges of delivery at the site of installation.

Signature of the Bidder
Name of the firm and stamp

Date:

Place: