



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 Comprehensive Annual Maintenance Contract for R.O. & Water Coolers units installed in the National School of Drama premises, NSD's Boys hostel at 8, Hailey Road and NSD's Guest House at DDU Marg, New Delhi.

1. Sealed Tenders are invited from eligible and reputed Delhi based Agencies for **Comprehensive Annual Maintenance Contract for R.O. & Water Coolers units** installed in the NSD premises, Boys hostel at 8, Hailey Road and Guest House at DDU Marg, New Delhi, for a period of one year effective from 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 should be consisting of all technical details along with commercial terms and conditions as per the proforma at **Annexure-I**. The financial bid indicating item-wise prices for the items mentioned in proforma at **Annexure-II**.
4. The Technical Bid and Financial bid should be sealed by the bidder in separate covers duly superscribed "**TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR R.O. & WATER COOLERS UNITS INSTALLED AT NSD - TECHNICAL BID (Annexure-I)**" and "**TENDER FOR COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR R.O. & WATER COOLERS UNITS INSTALLED AT NSD - 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 COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT FOR R.O. & WATER COOLERS UNITS INSTALLED AT NSD**". 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 **29.06.2026 till 1500 hours**.

A. ELIGIBILITY CONDITIONS FOR TECHNICAL BID – Annexure-I.

1. Earnest Money Deposit (EMD) / Performance Security of Rs. 10,000/- (Rupees Ten Thousand only) must be deposited in original in the form of "Demand Draft" issued from a commercial bank in the name of the "National School of Drama, New Delhi". No exemption is applicable on EMD and decision of NSD is final. Please refer to Page no. 2 (B).
2. PAN No. (documents to be enclosed).
3. Goods & Service Tax (GST) Registration No. (documents to be enclosed).

4. Undertaking certificate (Annexure-III) on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached. Without Undertaking tender will be outrightly rejected.
5. Tenders not fulfilling the below experience criteria will be outrightly rejected:-
 - (a) The tenderer should submit the relevant Satisfactory/Completion certificate along with Work Order for completion of at least one relevant contract of providing similar services and must be issued from Government organizations / PSU / Autonomous Bodies located in Delhi only, will be applicable only.
 - (b) The Work order along with Satisfactory certificate (clearly indicating the date of issue) will only be considered and should be issued by the authorized signature of issuing authority clearly highlighting the Period of contract, Name of the services provided, Name of the issuing Govt. organization etc.
 - (c) The contract period should not be less than one year and the work must be carried out w.e.f. 01.04.2023 to till last date of submission of tender only. The contract below one year period will not be considered.

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

1. Earnest Money Deposit (EMD) / Performance Security of **Rs. 10,000/- (RUPEES TEN 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 original EMD/Performance Security for consideration of their tender. Non-submission of original EMD/Performance Security will automatically lead to rejection of their bid. No exemption is applicable on EMD/Performance Security, no representation in this regard will be considered and NSD decision will be final.**
2. THE EMD IS REFUNDABLE. The EMD of the unsuccessful tenderers will be refunded after the award of work. No interest shall be paid by NSD on the EMD/Performance Security 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.

C. 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.

D. SCHEDULE OF SUBMISSION OF TENDER DOCUMENTS:-

S. No.	Particulars	Details
1	Earnest Money Deposit (EMD) / Performance Security Deposit	Rs. 10,000/- (Rupees Ten Thousand only)
2	Time and last date of submission of tender documents	29.06.2026 till 1500 hours
3	Time and date of opening of technical bid	29.06.2026 till 1530 hours
4	Procedure for submitting the bids	Two bid systems

E. GENERAL TERMS & CONDITIONS OF THE CONTRACT:-

1. **The commencement of the work order will be effective from the date of issue. You are requested to ensure that the site has been visited for verification of any discrepancies and that the tender has been submitted only after inspecting the condition of all R.O. and water coolers units. The contract will be awarded on an “as is where is” basis, and no extra payment will be admissible thereafter under any circumstances.**
2. This is a Comprehensive Annual Maintenance Contract and the rates should be inclusive of all the parts of R.O. system i.e. preventive maintenance, breakdown maintenance, labor charges and replacement of all defective spare parts required for the satisfactory operation of the R.O. including candle, carbon block, membrane, post carbon filter, pre carbon filter, sediment filter, pre filter, U.V., pipes and associated components, etc. Nothing extra will be paid.
3. This is a Comprehensive Annual Maintenance Contract and the rates should be inclusive of all the parts of Water Cooler i.e. preventive maintenance, breakdown maintenance, labor charges, refrigerant charging and replacement of all defective spare parts required for the satisfactory operation of the water cooler, including compressor, thermostat, fan motor, relay, capacitor, switches, taps, and associated refrigeration/electrical components, etc. Nothing extra will be paid.
4. Service visit in every week regularly during the contract period, when the R.O. and Water Coolers units will be thoroughly checked, cleaned and adjusted. Nothing extra to be paid for the additional visit during the contract period, as and when required in the event of any break down of the equipment.
5. Please note that maintenance contract includes thorough check-up of all the R.O. and Water Coolers units and keeping them in excellent working condition. The rates should be strictly quoted keeping in view, that the repairing of R.O. and Water Coolers units will have to be attended within 04 hours after lodging of the complaint. Service provider should have adequate manpower & spares for repair, in case of any delay Rs. 1,000/- will

be charged as penalty for every delay for non-attending the complaint. It is also informed that in case of repeated delay or poor performance, contract awarded to tenderer, shall be stand terminated and Performance Security will be forfeited and decision of NSD will be final.

6. The firm/agency should have technically qualified & experienced manpower and has to ensure that all the R.O. and Water Coolers units are working satisfactorily. The firm/agency has to get the water tested any time on demand. The testing equipment will be arranged by the firm/agency in case of failure of water test report necessary action will be initiated against you.
7. **On the conclusion of the Contract, the bidder/firm shall ensure that all the R.O. and Water Coolers units are handed over to the NSD in working condition and duly after serviced, to the entire satisfaction of the NSD. The Performance Security will be released only after handing over all the R.O. and Water Coolers units in working satisfactory.**
8. NSD will have no liability whatsoever concerning the persons deployed by the tenderer during the maintenance of R.O. and Water Coolers units. The tenderer shall be responsible for payment of any compensation/settlement of any liability arising out of any death or injury caused to the persons employed by him during rendering the services under the agreement. No claim will be entertained by NSD. For any accident occurred during the contract period at NSD, the NSD will not hold any responsibility.
9. Any damage made to the building has to be re-stored in good condition by the Firm without any extra cost to NSD.
10. The rates should be inclusive of all taxes.
11. 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 Tenderer for this purpose. The Tenderer will have to produce the originals of the photocopies attached for the purpose of verification whenever required.
12. 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.
13. Conditional tender / bid will not be accepted at any cost or in any circumstances and will be summarily rejected.
14. The services provided by firm/agency shall be to the entire satisfaction of NSD.
15. 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.

16. The Director, National School of Drama reserves the right to accept or reject any & all tender(s) without assigning any reason(s) thereof. No tenderer shall have any cause of action or claim against the NSD for rejection of his tender.
17. 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.
18. NSD will not be responsible for any misinterpretation or wrong assumption by the Tenderer, while responding to this tender.
19. In case the Tenderer 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 Performance Security shall be forfeited, besides being liable to be debarred and blacklisted for at least three years.
20. 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.

F. PAYMENT TERMS & CONDITIONS :-

Payment will be made as under : -

- a) Payment will be made quarterly (25%) after every three months of satisfactory services.
- b) TDS will be deducted from the bills as applicable.

G. 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.

H. 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.

I. DURATION / PERIOD OF CONTRACT:-

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

NATIONAL SCHOOL OF DRAMA

ANNEXURE – I

(To be kept duly signed in Envelope 1 – Qualifying/Technical Bid)

QUALIFYING/TECHNICAL BID

Bidder is required to forward the following documents for qualifying in technical bid all the documents must be duly self-certified, stamped with page no.:-

S. No.	Particulars	Details	Page No.
1	Name & address of the registered Firm/Agency with Telephone no. & Email)		
2	Contact Person(s) (with mobile no.)		
3	Earnest Money Deposit (EMD) / Performance Security of Rs. 10,000/- (Rupees Ten Thousand only) must be deposited in original in the form of “Demand Draft” issued from a commercial bank in the name of the “National School of Drama, New Delhi”. No exemption is applicable on EMD and decision of NSD is final. Please refer to Page no. 2 (B)		
4	PAN No. (documents to be enclosed)		
5	Goods & Service Tax (GST) Registration No. (documents to be enclosed)		
6	Undertaking certificate (Annexure-III) on Rs. 10/- non-judicial stamp paper duly signed, stamped & notarized to be attached. Without Undertaking tender will be outrightly rejected.		
7	Tenders not fulfilling the below experience criteria will be outrightly rejected:- a) The tenderer should submit the relevant Satisfactory/Completion certificate along with Work Order for completion of at		

	<p>least one relevant contract of providing similar services and must be issued from Government organizations / PSU / Autonomous Bodies located in Delhi only, will be applicable only.</p> <p>b) The Work order along with Satisfactory certificate (clearly indicating the date of issue) will only be considered and should be issued by the authorized signature of issuing authority clearly highlighting the Period of contract, Name of the services provided, Name of the issuing Govt. organization etc.</p> <p>c) The contract period should not be less than one year and the work must be carried out w.e.f. 01.04.2023 to till last date of submission of tender only. The contract below one year period will not be considered.</p>		
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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 Envelop 2 – Financial Bid)

FINANCIAL BID

1. Name & address of the registered Firm/Agency :
(with Telephone no. & Email)

Rates for Comprehensive Annual Maintenance Contract of R.O. and Water Coolers units installed in the NSD premises, Boys hostel at 8, Hailey Road and Guest House at DDU Marg, New Delhi.

S. No.	Particulars	Quantity	Rate per unit	Amount
1	R.O. units (100 Litre per hour)	TWO		
2	R.O. units (50 Litre per hour)	TEN		
3	R.O. units (25 Litre per hour)	ONE		
4	R.O. units (20 Litre per hour)	ONE		
5	R.O. units (12 Litre per hour)	TWO		
6	Water Cooler (150 Litre water capacity)	NINE		
7	Water Cooler (80 Litre water capacity)	TWO		
	TOTAL:			
	Taxes (if any)			
	GRAND TOTAL : Total amount must be written both in words and figures			

NOTE:-

1. **The commencement of the work order will be effective from the date of issue. You are requested to ensure that the site has been visited for verification of any discrepancies and that the tender has been submitted only after inspecting the condition of all R.O. and Water Coolers units. The contract will be awarded on an “as is where is” basis, and no extra payment will be admissible thereafter under any circumstances.**
2. This is a Comprehensive Annual Maintenance Contract and the rates should be inclusive of all the parts of R.O. system i.e. preventive maintenance, breakdown maintenance, labor charges and replacement of all defective spare parts required for the satisfactory

operation of the R.O. including candle, carbon block, membrane, post carbon filter, pre carbon filter, sediment filter, pre filter, U.V., pipes and associated components, etc. Nothing extra will be paid.

3. This is a Comprehensive Annual Maintenance Contract and the rates should be inclusive of all the parts of Water Cooler i.e. preventive maintenance, breakdown maintenance, labor charges, refrigerant charging and replacement of all defective spare parts required for the satisfactory operation of the water cooler, including compressor, thermostat, fan motor, relay, capacitor, switches, taps, and associated refrigeration/electrical components, etc. Nothing extra will be paid.

Date :

Place :

Signature of the Bidder

Name of the firm and stamp

UNDERTAKING CERTIFICATE

The Tenderer has to give affidavit on Rs. 10/- non-judicial stamp paper duly signed, stamped duly notarized.

M/s. address
..... certifying that :-

In case of non-submission of EMD/Performance Security in original with NSD, the tender will be treated as cancelled and NSD decision will be final. The tenderer agrees that if the performance is not found satisfactory by the NSD, the Performance Security submitted will be forfeited by NSD and NSD decision will be the final.

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 Tenderer has not been black listed / de-listed by any Institutional agencies / Govt. Deptt. / PSU. The tenderer certified that all the documents attached/enclosed in the Tender are genuine & correct and 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.

Date :
Place :

Signature of the Bidder

Name of the firm and 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.