

**NATIONAL SCHOOL OF DRAMA**  
(AN AUTONOMOUS INSTITUTION OF THE MINISTRY OF CULTURE, GOVT. OF INDIA)  
Bahawalpur House, Bhagwandas Road, New Delhi-110001  
**NEW DELHI**

**TENDER DOCUMENT**

**NOTICE INVITING QUOTATION FOR HIRING OF CARS**

On behalf of the National School of Drama, the Director (NSD) invites tenders from reputed Delhi-based **Travel agencies / Taxi Stands for hiring of Cars (Indica, Qualis, Indigo, Innova, &Tavera etc. AC & Non-AC)** for “14<sup>th</sup> Bharat Rang Mahotsav to be held from 8<sup>th</sup> January to 22<sup>nd</sup> January, 2012.

1. Quotations (Financial/Technical) in sealed cover addressed to The Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi – should be submitted on or before 30-11-2011 by 3:00 p.m. The bid should be accompanied with an EMD of Rs. 10,000/- (Ten thousand only) in the form of Demand Draft in the name of Director, National School of Drama, payable at New Delhi.
2. Quotation are invited for hiring of cars (Indica,Qualis, Indigo, Innova & Tavera etc. AC/Non –AC) for “Bharat Rang Mahotsav” to be held from 8-22, January, 2012.
3. Sealed quotations 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 on 30-11-2011 at 5:00 p.m.

**(Pre-qualifications for tenderers for technical evaluation**

- i) The tenders will be submitted only from the Travel agencies / Taxi Stands who have their vehicles stands within the 10 kms. radius of the School at Bahawalpur House, Mandi House, New Delhi.
- ii) Only such transporters shall be considered who are agreed to provide their services from NSD to NSD for billing purposes and not from Garage to Garage.
- iii) The transporters should have at least a fleet of 10 Vehicles.
- iv) The transporters should have the valid Service Tax Number and Income Tax Numbers in the name of the firm.
- v) The transporter should have similar experience of providing vehicles at least to two other government organizations. Copies are to be enclosed.

- vi) The firm should have at least a turn over of not less than Rs.5 lakhs per annum during the last two financial years, i.e., 2009-2010 and 2010-2011.
- vii) The tenderer will be required to provide the taxis to the School on prior notice. The tenderer will also be required to provide taxis at short, i.e., even at the notice of half an hour over telephone.
- viii) The transporter 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.
- ix) In case of breakdown of any vehicle, the firm/contractor shall be able to provide services of additional vehicle.
- x) The transporter shall ensure that the vehicles provided are in good condition, road worthy with proper/comfortable seats to withstand the strains of long journey.
- xi) The Travel Agent/Taxi stand will obtain the required clearance from the concerned authorities for plying the vehicles on the routes, as specified, as also for parking of the vehicles at the respective, Railway Stations/Air Port/ and the parking areas specified near Crafts Museum and NSD premises.
- xii) The Travel Agent/Taxi Stand from where the vehicles will be hired for the festival requirements will be responsible for any mis-happening while on journey of the team in their vehicles.

### **Cost of Tender and schedule of submission of tender documents**

- i) Cost of the Tender : Rs.200/-
- ii) Time and last date of receipt of tender documents : 1500 hrs on 30-11-2011
- iii) Time and date of opening of technical bid : 1700 hrs on 30-11-2011
- iv) Procedure for submitting the bids : Two bid system
- v) The offer in the prescribed format should be addressed to the Registrar, NSD giving indication that it contains the tender under sealed cover. This is a two bid system. The first cover shall be superscribed “**Tender for Technical Bid and Commercial Terms**”. The second cover shall be superscribed “**Tender for Financial Bid**”. Both these envelopes after being sealed properly, shall be put into a third envelope, which should also be sealed before it is sent / submitted. The third sealed cover shall be addressed to the Director, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi – 110001. This cover should be superscribed “**Tender for Hiring of Cars**” to be opened on 30-11-2011 at 1700 hrs.
- vi) The Technical Bid and Commercial Terms shall 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.
- vii) Earnest Money Deposit of Rs. 10000/- (Rupees Ten thousand only) shall be kept in the envelope containing the technical bid. Those who do not qualify, the pre-qualification conditions shall be summarily rejected and their financial bids shall

not be opened. However, NSD reserves the right to accept or reject any tender without assigning any reason.

- vii) In the Financial Bid, the prices and other information like discount etc. having a bearing on the price shall be written both in words and figures. If there is any discrepancy between the price / information quoted in words and figures, the price/information quoted in words will be treated as final.

### **Earnest Money Deposit**

- i) Earnest Money Deposit (EMD) amount of Rs.10,000/- (Rupees ten thousand only) shall be submitted along with the offer. The EMD shall be in the form of a cross demand draft drawn in favour of Director, NSD payable at Delhi. The tender NOT accompanied by the EMD shall be summarily rejected.
- ii) The EMD shall remain deposited with the NSD during the period of validity of the offer, i.e., minimum period of 90 calendar days from the date of opening of tender.
- iii) No interest shall be paid by NSD on the EMD for the above said period.
- iv) The EMD deposited is liable to be forfeited if the tender withdraws or amends, impairs or derogates from the tender in any respect, within the period of validity of his offer.
- v) The EMD of successful tenderer shall be returned after the contract & performance guarantee is furnished.
- vi) If the successful tenderer fails to furnish the performance guarantee on the terms and conditions laid down by the NSD, then the EMD shall be forfeited by NSD.
- vii) EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.

### **Evaluation of Tender**

- i) The tender will be evaluated by a committee.
- ii) The technical bids of the tenderers shall be opened in the presence of their representatives on a specific date and time at the office of NSD.
- iii) 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.

### **Payment Terms**

100% 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.

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

The School will award the contract for 14<sup>th</sup> Bharat Rang Mahotsav to be held from 8<sup>th</sup> January to 22<sup>nd</sup> January, 2012.

### **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.

### **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. The party having a grievance shall serve a written notice by registered acknowledgement due post, on the other party intimating its intention of invoking the arbitration clause and shall simultaneously serve a notice on in the similar mode on the Director, NSD requesting him to appoint an arbitrator.
- iv) 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.
- v) The arbitration proceedings shall be conducted in the English language. The venue of Arbitration shall be New Delhi.
- vi) 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.
- vii) The Arbitrator shall from time to time with the consent of the Parties extend the time to make and publish the award.

## **Performance Security**

- i) The successful bidders will have to submit performance security to ensure due performance of contract to an amount of Rs.50,000/- (Rupees fifty Thousand only) in the form of an Account Payee Demand Draft / Fixed Deposit Receipt from a commercial bank / Bank Guarantee from a commercial bank in the name of Director, National School of Drama as per the text provided by the School.
- ii) The performance security should be valid for a period of 30 days beyond the date of completion of the contract obligations.
- iii) Earnest Money will be refunded to the successful bidder on receipt of performance security.

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**Annexure – I**

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

**TECHNICAL BID**

1.	Name of the firm with full address of the place of operations	:				
2.	Distance from NSD in kms.	:				
3.	Date of establishment / year from which in the business of travel agency / taxi stand	:				
4.	Number of cars / vehicles owned by travel agencies / taxi stands giving detailed breakup like make, mode & types of cars / vehicles	:	Make/Type of Car	Year	Registration Number	Permit number
5.	Turn over, year-wise, for the last three years, i.e., 2008-2009, 2009-2010 & 2010-2011. Copies are to be enclosed.	:				
6.	List of clients including names of two government organizations to which the vehicles are being provided. Copies are to be enclosed.	:	Name of the firm/ Institution	Address & Tel. No.		
7.	Income Tax Number (copy of same be enclosed)	:				
8.	Service Tax Number (copy of same be enclosed)	:				
		:				

Date :

Place:

Signature of the Bidder

Name of the firm and stamp

Encl:

1. Copies of the client letters.
2. Photocopies of the RTO Registration, Insurance etc. of the vehicle

**Annexure II**

**(To be kept duly signed in Envelope 2 – Financial Bid )**

**FINANCIAL BID**

<b>Description</b>	<b>Indica Non-AC</b>	<b>Indica AC</b>	<b>Maruti Esteem</b>	<b>Honda City / Lancer</b>	<b>Qualis Non-AC</b>	<b>Qualis AC</b>	<b>Innova 6 Seater</b>
8 hrs 80 kms (Full day)							
4 hrs 40 kms (half day)							
Extra kms over & above 80 kms							
Extra kms over & above 40 kms							
Rates for extra per hour							
For outstation usage charges per day with minimum kms							
Night halt charges per night							
Airport dropping							
Railway station dropping							

**Note:-**

- 1) All above rates should be inclusive of all taxes / charges and on the basis of billing from NSD to NSD.
- 2) Rate should be quoted in Indian Rupees only.

Signature of the Bidder

Date :

Place:

Name of the firm and stamp