

Serial No.

Tender Cost: Rs.200/-

**NATIONAL SCHOOL OF DRAMA  
NEW DELHI**

**TENDER DOCUMENT**

On behalf of the National School of Drama, the Director (NSD) invites tenders from reputed Delhi-based **printers / printing houses** for executing various printing jobs of the 14<sup>th</sup> Bharat Rang Mahotsav organized by the School from 7<sup>th</sup> to 22<sup>nd</sup> January 2012. The bids are invited in two parts, i.e. **Technical Bid** and **Financial Bid**. Technical Bid should contain all technical details along with commercial terms and conditions, as per the proforma at **Annexure-I**. The Financial Bid should indicate item-wise prices, as per the proforma at **Annexure-II**.

The Technical Bid and Financial Bid should be addressed to the Registrar, National School of Drama, and sealed in separate envelopes duly superscribed 'Technical Bid and Commercial Terms for Printing Jobs for 14<sup>th</sup> BRM at the National School of Drama' and 'Financial Bid for Printing Jobs for 14<sup>th</sup> BRM at the National School of Drama'. Both these sealed envelopes should be put in a third envelope duly sealed and superscribed 'Tender for Printing Jobs for 14<sup>th</sup> BRM at the National School of Drama'. An Earnest Money Deposit of Rs.50,000 (Rupees fifty thousand only) in favour of the Director, National School of Drama, should be submitted along with the bids. The last date for submission of the bids at the office of the School is 25<sup>th</sup> November 2011 up to 15:00 hours. The Technical Bids will be opened on the same day at 16:00 hours, in the presence of such bidders and their representatives who may wish to be present.

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

1. **Bidders are required to submit the following documents:**
  - a) Name & address of the printing press
  - b) Name, address, contact telephone number and email address of representative of the printing press
  - c) Name of Bank and Account No.
  - d) Copies of documents relating to PAN / Sales Tax Number / TIN / VAT
  - e) Copies of Income Tax Returns for last three years
  - f) Annual turnover for the last three years
  - g) Names of five government organizations / PSUs / corporate bodies / other reputed establishments or institutions for which the agency is doing printing jobs, along with work orders.
  - h) The firm should have a turnover of more than Rs.1.00 crore in a financial year.
  - i) Samples of printing jobs done for the above organizations
2. Bidders shall submit **Earnest Money Deposit of Rs.50,000/-** in the form of a bank draft / pay order drawn in favour of Director, National School of Drama, New Delhi. Tenders not accompanied by the requisite amount of Earnest Money shall be rejected.
3. **Scope of Work**

- i) The bidder shall take the sole responsibility for executing all printing jobs of the 14<sup>th</sup> BRM as per the specifications and requirements of the School within 7 days of award of the job. The list of specifications of the printing jobs likely to be executed is given in the Financial Bid Document.

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

- i) Cost of Tender : Rs.200/-
- ii) Time and last date of receipt of tender documents : 1500 hrs on 25.11.2011
- iii) Time and date of opening of technical bid : 1600 hrs on 25.11.2011
- iv) Procedure for submitting the bids : Two bid system
- v) The offer in the prescribed format should be addressed to the Director, National School of Drama, giving indication that it contains the tender under sealed envelope. This is a two-bid system. The first envelope containing the Technical Bid shall be sealed and superscribed '**Technical Bid and Commercial Terms for Printing Jobs of 14<sup>th</sup> BRM at National School of Drama**', and shall also contain the bank draft/pay order for the Earnest Money Deposit. The second envelope containing the Financial Bid shall be sealed and superscribed '**Financial Bid for Printing Jobs of 14<sup>th</sup> BRM at National School of Drama**'. Both these envelopes shall be put into a third envelope which shall be sealed and superscribed '**Tender for Printing Jobs of 14<sup>th</sup> BRM at the National School for Drama**, and addressed to the **Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi 110 001**.
- vi) The Technical Bid 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.
- vii) Those who do not meet the requirements of the pre-qualification conditions shall be summarily rejected and their Financial Bids shall not be opened. However, the National School of Drama reserves the right to accept or reject any tender without assigning any reasons.
- viii) 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) of Rs.50,000/- (Rupees fifty thousand only) shall be submitted along with the offer, in the envelope containing the Technical Bid. The EMD shall be in the form of a crossed bank draft / pay order drawn in favour of Director, National School of Drama, payable at Delhi. Any tender NOT accompanied by the EMD shall be summarily rejected.
- ii) The EMD shall remain deposited with the National School of Drama during the period of validity of the offer, i.e. a minimum period of 90 calendar days from the date of opening of tender.
- iii) No interest shall be paid by the National School of Drama on the EMD for the above said period.

- iv) 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 the offer.
- v) The EMD of successful tenderers shall be returned after the contract and performance guarantee is furnished.
- vi) If the successful tenderer fails to furnish the performance guarantee according to the terms and conditions laid down by the National School of Drama, then the EMD shall be forfeited by the School.
- vii) The EMD of all unsuccessful tenderers shall be returned within a reasonable time period after a decision is taken on the tender offers.

### **Evaluation of Tender**

- i) The tender will be evaluated on the basis of two-bidding system.
- ii) The technical bid shall be opened in the presence of their representatives on the specified date and time at the office of the National School of Drama.
- iii) 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 for the present tender and the tenderer may be liable to be debarred from bidding for National School of Drama tenders for a period of three years.

### **Payment Terms**

100% payment shall be made within 30 days of the submission of bill after statutory deductions like Tax Deducted at Source as applicable from time to time.

### **Termination of Contract**

In case of any default by the printing agency 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 7 days notice in writing to the party.

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.

Notwithstanding anything contained herein, NSD also reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever 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.3,00,000/- (Rupees Three Lakhs 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.

**TECHNICAL BID and COMMERCIAL TERMS**

1. **The bidder is required to forward the following documents:**
  - a) Name & address of the printing press
  - b) Name, address, contact telephone number and email address of representative of the printing press
  - c) Name of Bank and Account No.
  - d) Copies of documents relating to PAN / Sales Tax Number / TIN / VAT
  - e) Copies of Income Tax Returns for last three years
  - f) Annual turnover for the last three years
  - g) Names of five government organizations / PSUs / corporate bodies / other reputed establishments or institutions for which the agency is doing printing jobs, along with copies of work orders.
  - h) The firm should have a turnover of more than Rs.1.00 crore in a financial year.
  - i) Samples (one copy each) of printing jobs done for the above organizations
  
2. Bidders shall submit along with the tenders **Earnest Money Deposit of Rs.50,000** (Rupees fifty thousand only) in the form of a bank draft / pay order drawn in favour of National School of Drama, New Delhi. Tenders not accompanied by the requisite amount of Earnest Money shall be rejected.
  
3. **Scope of Work**

The bidder shall take the sole responsibility for executing all printing jobs of the 14<sup>th</sup> BRM as per the specifications and requirements of the National School of Drama within a period of 7 days from the date of award of contract. The list of specifications of the printing job likely to be executed by the printer has been given in the Finance Bid Document.
  
4. **Prices**

The rates quoted shall be valid during the currency of the Contract and the services shall be provided at the quoted rates.
  
5. **Validity**

The quotation shall be valid for a period of only one month from the date of opening of the tenders for the purpose of evaluation of tender.

Signature of the Bidder

Date :

Place:

Name of the firm and stamp

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

**FINANCIAL BID**

**(Rates in Rupees**

<b>S.No.</b>	<b>Items</b>	<b>Qty.</b>	<b>Amount</b>
<b>1.</b>	<b>POSTER</b> SIZE: 12 X 18 inches PAPER: Imported Art Poster Paper	<b>1000</b> <b>500</b>	
<b>2.</b>	<b>POSTER</b> SIZE: 24 x 36 inches PAPER: Imported Art Poster Paper	<b>1000</b> <b>500</b>	
<b>3.</b>	<b>INVITATION CARD</b> SIZE: within A4 PAPER: Rendezvous Super White 190gsm + 130gsm FAB: 2 fold Front and back printing	<b>3000</b>	
<b>4.</b>	<b>ENVELOPES FOR INVITATION CARDS</b> Closed size and according to invitation card PAPER: Rendezvous Super White 190gsm + 130gsm FAB: 2 fold	<b>3000</b>	
<b>5.</b>	<b>MAILER + ENVELOPE</b> SIZE: mailer-17.5 x 10.75 (open) PAPER: Rendezvous Super White 190gsm FAB: Accordion fold	<b>3000</b>	
<b>6.</b>	<b>ENVELOPES FOR MAILER</b> 11 x 4.5 inches (closed) PAPER: Rendezvous Super White 190gsm FAB: Accordion fold	<b>3000</b>	
<b>7.</b>	<b>TICKETS</b> SIZE: 9.5 X 3.25 inches PAPER: Imported Art Paper 150gsm	<b>6000</b>	
<b>8.</b>	<b>DOCKET FOLDERS</b> SIZE: 18.75 x 17 inches (open) PAPER: Rendezvous Super White 240 gsm	<b>1000</b>	
<b>9.</b>	<b>SCHEDULES</b> - front and back Hindi / English SIZE: 16.25 x 11 inches PAPER: Imported Art Paper 120gsm	<b>20000</b>	
<b>10.</b>	<b>LETTERHEAD + ENVELOPE</b> SIZE: A4	<b>1000</b>	

	PAPER: Imported Art Paper 120gsm		
<b>11.</b>	<b>ENVELOPES FOR LETTER HEADS</b> SIZE: 9 x 4 inches PAPER: Imported Art Paper 120gsm	<b>1000</b>	
<b>12.</b>	<b>INAUGURAL BROCHURE</b> SIZE: 17.5 x 10.75 (open) PAPER: Rendezvous Super White 190gsm FAB: Accordion fold	<b>1500</b>	
<b>13.</b>	<b>MAIN BROCHURE</b> SIZE: 10.75 x 8.25 inches (closed) PAGES: 210 + 4 PAPER: Imported Art Paper 150gsm	<b>500</b> <b>500</b>	
<b>14.</b>	<b>MINI BROCHURE</b> SIZE: 6 x 5 inches (closed) PAGES: 180 + 4 PAPER: Imported Art Paper 150gsm	<b>1000</b> <b>1000</b>	
<b>15.</b>	<b>DAILY PROGRAMME-</b> front and back - English SIZE: 9.5 X 9.2 inches (open) PAPER: Imported Art Paper 120gsm	<b>Approx.80 brochures x 500 copies each</b>	
<b>16.</b>	<b>DAILY PROGRAMME-</b> front and back - Hindi SIZE: 9.5 X 9.2 inches (open) PAPER: Imported Art Paper 120gsm	<b>Approx.80 brochures x 500 copies each</b>	
<b>17.</b>	<b>CD LABEL + COVER</b> SIZE: label within A4(on sticker paper), cover within A3 PAPER: Imported Art Paper 190gsm	<b>500+500</b>	
<b>18.</b>	<b>OPENING ACT BROCHURE</b> SIZE: 17.5 x 10.75 (open) PAPER: Rendezvous Super White 190gsm FAB: Accordion fold		
<b>19.</b>	<b>HOARDINGS</b>	<b>Approx. 6000 sq.ft. in area</b>	
	<b>Total</b>		

Signature of the Bidder

Date:

Name of the firm and stamp