

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 **Tour & Travel Agencies to empanel them for booking of international and domestic air tickets and travel arrangements for official visits of its students and staff** for a period of one year from the date of signing of such contract. We would like to empanel Travel Agents, who can provide excellent services like instant air bookings, complying with International tour formalities like Visa, etc, immediate information regarding status of booking, confirmation of waitlisted tickets, delivery as per requirement, check in and protocol facility at Airport of our senior officers, providing of complimentary time-tables/schedules for various Airlines/Railways from time to time, round the clock booking services, providing copies of latest incentive schemes offered by various airlines from time to time, etc. In addition to this the travel agent must have good relations with hotels all over India and Overseas in order to offer most competitive rates as per the requirement. It is desirable that the travel agents have expertise in providing hospitality and managing events also.

The bids are invited for booking of International and domestic air tickets and travel arrangements.

The sealed bids should be addressed to Director, National School of Drama so as to reach the office on or before, 30th November, 2011 till 1500 hours along with the Earnest Money Deposit of Rs. 50,000/- (Rs. Fifty thousand only) in favour of Director, NSD.

Pre-qualifications for tenderers for technical evaluation

- i) The tenders submitted by IATA approved Travel agencies will be acceptable.
- ii) The travel agencies should have the valid Service Tax Number and PAN Number in the name of the firm.
- iii) The travel agencies should have experience of providing similar services to other government/autonomous organizations. Copies are to be enclosed.
- iv) The firm should have at least a turn over of not less than Rs.5 crore per annum during the last two financial years, i.e., 2009 -10 and 2010-11.

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 bid : 1600 hrs on 30-11-2011
- iv) The offer in the prescribed format should be addressed to the Director, NSD giving indication that it contains the tender under sealed cover.

Earnest Money Deposit

- i) Earnest Money Deposit (EMD) amount of Rs. 50,000/- (Rupees Fifty 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 tenderer 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 NSD reserves the right to select the tenderer on the basis of best possible profile received. NSD intends to put in place a panel of agencies for its travel needs. 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.
- iii) The evaluation will be on the basis of profile, turnover, client base, weightage will be given to the agencies working with Govt. /autonomous organization.

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 initials

The School will award the contract for a period of one year, which can be extended for one more year on the basis of the performance.

Termination of Contract

In case of any default by the Contractor in any infringement 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 one month 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 have been 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 one month 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 resorting to the following in the order so mentioned.
- ii) Parties shall attempt for a period of 30 days after receipt of notice by either of the party of the existence of a Dispute to settle such Dispute in the first instance by mutual discussions.
- iii) If the dispute cannot be settled by mutual discussions within 30 days as provided herein, the Dispute shall be referred for arbitration to the sole arbitrator to be appointed by the Director, NSD with the consent of the other party. 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.

Annexure – I

Tender for Empanelment of Tour & Travel agents

1.	Name of the firm with full address of the place of operations	:		
2.	Date of establishment / year from which in the business of travel agency / taxi stand	:		
3.	Turn over, year-wise, for the last three years, i.e., 2009-10 & 2010-11. Copies are to be enclosed.	:		
6	List of clients including names of two government organizations to which the services are being provided. Copies are to be enclosed.	:	Name of the firm/ Institution	Address & Tel. No.
7.	PAN NO. (copy of same be enclosed)	:		
8.	Service Tax Number (copy of same be enclosed)	:		
9	IATA NO.	:		

Signature of the Bidder

Date :

Place:

Name of the firm and stamp

Encl:

1. Copies of the client letters.
2. IATA Regn. Certificate (copy)