

Serial No.

Tender Cost: Rs.200/-

NATIONAL SCHOOL OF DRAMA
(An autonomous organization under Ministry of Culture, Govt. of India)
Bahawalpur House, Bhagwandas Road
New Delhi - 110001

TENDER DOCUMENT

1. On behalf of the National School of Drama, the Director (NSD) invites tenders from reputed Delhi-based agencies **for comprehensive maintenance contract of 120 window/split air conditioners & 10 water coolers** installed in its office at Bahawalpur House, Bhagwandas Road, New Delhi for the period from 1st July 2011 to 31st October 2011. The bids are invited into two parts, i.e., **technical bid and financial bid**. The technical bid should be consisting of all technical details alongwith commercial terms and conditions in the prescribed proforma at **Annexure – I**. The financial bid indicating item-wise rates should consist of all the items should be submitted in Proforma at **Annexure – II**.
2. The Technical bid and Financial bid should be sealed by the bidder in separate covers duly subscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly subscribed as indicated in 4(v). The Technical bid and Financial bid should be addressed to Director, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001 **so as to reach the office on or before 13.06.2011 till 1500 hours** along with the earnest money deposit of Rs. 5,000/- (Five Thousand only) drawn in favour of Director, NSD. The technical bid will be opened and scrutinized by the Technical Evaluation Committee on the same day at 1530 hours in the presence of such bidders and their representatives who wish to be present. Financial Bids shall be opened after acceptance of the technical bids. Financial Bids of only those bidders shall be opened who are found to be technically qualified. The date of opening of financial bids will be communicated later. Canvassing in connection with the tender in any form is strictly prohibited and if resorted to, will render the entry as disqualified.
3. **Pre-qualifications for tenderers for technical evaluation**
 - (i) The tenders shall be submitted only by those reputed agencies who are providing similar services to offices/educational institutions /hospitals /hostels /establishments etc. preferably in the educational institution having campus life.
 - (ii) Only such tenderer shall be considered who are agreeable to provide their services for a period from 1st July 2011 to 31st October 2011.
 - (iii) The tenderer should have the Service Tax Number /Income Tax Number.

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- (iv) The tenderer should have provided such services to at least five other government organizations/PSUs/ hospitals /hostel/ establishment etc. including the names of two educational institutions preferably having campus life.
- (v) The agency must provide the certificates from the heads of the institutions where they are providing such services to their satisfaction
- (vi) The tenderer should have a minimum turn over of Rs. 5.00 lakhs in the last 3 years.

4. 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 13.06.2011
- (iii) Time and date of opening of technical bid : 1530 hrs. on 13.06.2011
- (iv) Procedure for submitting the bids : Two bid system
- (v) The offer in the prescribed format should be addressed to the Director, NSD in sealed cover. This is a two bid systems. 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 sealed envelope, which shall be addressed to the Director, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi-110001. This cover should be superscribed “**Tender for Comprehensive Maintenance Contract of window/split air conditioners & water coolers**” to be opened on 13.06.2011 at 1530 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. 5000/- (Rupees Five 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.
- 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 rates / information quoted in words and figures, the rate / information quoted in words will be treated as final.

5. Earnest Money Deposit

- (i) Earnest Money Deposit (EMD) amount of Rs.5,000/- (Rupees Five thousand only) shall be submitted along with the offer. The EMD shall be in the form of a crossed 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., maximum period of 90 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 of successful tenderer shall be returned after the contract & performance guarantee is furnished.
- (v) 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.
- (vi) EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.

6. Evaluation of Tender

- (i) The tender will be evaluated on the basis of techno-commercial parameters.
- (ii) The tenderers which are technically short- listed by Tender Evaluation Committee, will be subject to verification of credentials of such agency by the said committee with special emphasis on quality of service. The decision of the Tender Evaluation Committee will be finalized after such inspection, if need be. The Financial bids of only those tenderers will be opened which are short listed by the said committee.
- (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.

7. Payment Terms

Payment will be made as per following schedule after statutory deductions like Tax Deducted at Source (TDS) as applicable from time to time.

- (i) 50% on the completion of 3 months from the Contract on satisfactory service.
- (ii) 50% on the completion of contract period after the machines have been handed over to this Department in complete working condition.
- (iii) All bills should be supported by duly authenticated service vouchers.

8. Duration/Period of Contract

Normally Contract will be awarded for aforesaid period. However, extension for the next year/part thereof will be considered keeping in view the various factors, such as prevailing market rates, satisfactory performance of the firm.

9. 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 through it may be by ordinary post.

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.

10. Dispute Resolution

- (j) If any dispute or difference of any kind whatsoever may arise between the Parties in connection with or arising out of this Contract or out of the breach, termination or invalidity of the Contract thereof, 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, if any, may be settled in Court of Law at Delhi.

11. 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 60 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
(To be kept duly signed in Envelope 1- Technical Bid)

TECHNICAL BID

1. Qualifying Criteria

Bidder is required to forward the following documents :-

1. The tenders shall be submitted only by those reputed agencies who are providing similar services to offices/educational institutions /hospitals /hostels/ establishments etc. preferably in the educational institution having campus life.
2. Only such tenderer shall be considered who are agreed to provide their services for the period from 1st July 2011 to 31st October 2011.
3. The tenderer should have the Service Tax Number/Income Tax Number.
4. The tenderer should have provided such services to at least five other government organizations /PSUs/hospitals/hostels /establishment etc. The agency must provide the certificates from the heads of the institutions where they are providing such services to their satisfaction.
5. The tenderer should have a minimum turnover of Rs. 5.00 lakhs in the last 3 years.
2. Bidders shall submit alongwith the tenders Earnest Money for Rs. 5000/- 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 providing services for maintenance of window/split air conditioners and water coolers for the period from 1st July 2011 to 31st October 2011 as per the text provided by the School. The specifications of air conditioners (window/split) and water coolers for which the services are required, are as under :-

- | | | |
|---------------------------------|---|---------|
| (a) Window AC (1.5 tons) | - | 60 Nos. |
| (b) Split AC – 1.5 tons /2 tons | - | 60 Nos. |
| (c) Water Coolers | - | 10 Nos. |

- (ii) (a) **Comprehensive Maintenance and Repairing for Acs :**
 Servicing, maintenance and repairing of Acs including all parts, Gas Charging, rewinding of Motor/Compressor, replacement/change of compressor and replacement of body all are inclusive in the comprehensive maintenance. Maintenance also includes providing of a coating of rubber paint on the base and vital parts of Acs.

The installation charges must be quoted separately. Reconditioning /body repair/sheet metal work air-conditioner, grill, air filter, ironclad plug, remote of split unit and spray painting are not included in the contract, rates for which may also be quoted separately.

- (b) **Maintainance and Repairing of Water Coolers :**
 Sevicing maintenance and repairing of water coolers with repairing of all the parts, components/sub-assemblies with rewinding of motor and compressor and gas charging etc. whenever required, except repair of body.

- (iii) The bidder shall ensure that :
- a. The firm/agency should complied with statutory obligations provided under the Service Tax/VAT, Income Tax and other act applicable.
 - b. The firm/agency should have technically qualified manpower to provide necessary service during the period of contract for maintenance of Air-Conditioners/ water coolers so that the faults bring to the notice of agency should be attended to on the next working day from the day such fault is reported by the School.
 - c. In case any fault in AC/water cooler needs extensive repair for which the AC is required to be taken) to the workshop, a replacement/substitute is to be provided to the next working day from the day such fault is reported by the School till the same is re-installed after due repairs.
 - d. The services provided by firm/agency shall be to the entire satisfaction of NSD.
 - e. On the conclusion of the Contract, the bidder/firm shall ensure that all the Air-conditioners/water coolers etc. are handed over to the NSD in working condition and duly after serviced, to the entire satisfaction of the NSD.

4. Rates :

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 tender shall be valid for a period of at least three calendar months from the date of opening of the tenders for the purpose of evaluation of tender. However, the rates quoted in the tender should be valid for the period of contract from 1st July 2011 to 31st October 2011.

Signature of the Bidder

Date : _____

Name of the firm and stamp

Place : _____

Annexure II
(To be kept duly signed in Envelop2 : Financial Bid)

FINANCIAL BID

Sl.No.	Items		
1.	Name of the Firm and the date of its inception		
2.	Service Tax Number		
3.	VAT Number		
4.	Income Tax Account No.		
5.		Rate	Amount
	Window AC-(1.5 tons) - 60 Nos.		
	Split AC -1.5 tons /2 tons - 60 Nos		
	Water coolers - 10 Nos		

No. of visit required at least once in two days and as & when it is required for rectifying the fault/defect.

Signature of Bidder

Name of the firm and stamp

Date : _____

Place : _____