

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 Tours & Travel agencies for making Logistics including accommodation and transportation for the participating Theatre Groups of 14th **Bharat Rang Mahotsav** being organized by the School from **7th to 22nd January 2012 in Delhi and Amritsar**. 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 Logistics including accommodation & transportation arrangements for the 14th BRM at the National School of Drama' and 'Financial Bid for Logistics including accommodation & transportation arrangements for the 14th BRM at the National School of Drama'. Both these sealed envelopes should be put in a third envelope duly sealed and super scribed 'Tender for Logistics including accommodation & transportation arrangements for 14th BRM at the National School of Drama. An Earnest Money Deposit of Rs 50,000 (Rupees Fifty Thousand only) in favor 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 24th 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. Bidder are required to submit the following documents:

- a) Name & address of the Tours & Travel Agency
- b) Name, address, contact telephone number and email address of representative of the Tours & Travel Agency.
- 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 Tours & Travel Agency is doing Logistics including accommodation and transportation arrangements, along with work orders.
- h) The Agency should have a turn over of Rs.5.00 Crores in a financial year.
- i) The Agency must be recognized by I.A.T.A. and Department of Tourism Govt. of India.

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

The bidder shall take the sole responsibility for executing all Logistics arrangements of all the Theatre Groups participating in the 14th BRM at Delhi as well as at Amritsar as per the Schedule Programme so provided. The Agency will also be responsible for making Accommodation arrangement for Foreign Groups participating in Delhi and for all the Groups participating in Amritsar as per the schedule programme provided. Each Group may be comprising of approximate 10 to 20 artists and one Director. Approximate 60 Groups may participate at Delhi and 20 at Amritsar.

The Logistic arrangement will comprise of:-

- a. **Deluxe AC/Non-AC Large Coaches/ Cars as per the schedule of the groups, for their arrivals/departures/transfers, local running, to & fro drop from hotel/Venue/ International airport/ Domestic airport/Railway station/Bus stand.**
- b. **Local assistance to the Groups.**
- c. **Escorting at Air-Port/Railway Station/Bus stand.**
- d. **Full time assistance during the rehearsal, visits of the technical team & other individual members, assistance for payment clearance etc. at NSD.**
- e. **Assistance at the Hotels, visits to the nearby restaurants for lunch, dinner etc.**
- f. **A full time person to be appointed for coordination with the School staff in relate to the programmes & movement of the Groups.**
- g. **Normal stay of a Group will be for three days and three nights.**

In other words, the agency will have to fulfill all requirements of the groups from arrival at Airport/Railway station/Bus stand till their departure. It may also be noted that during January generally there are delays in arrival/departure of Trains/Flights due to Fog.

For Accommodation:-

Accommodation to be arranged for about 25 foreign theatre groups at Delhi and around 20 theatre groups at Amritsar in Four Star category or similar. Each group consists of 1 Director and around 10to 20 Artists. Each group will stay in Delhi and Amritsar for around three days and three nights respectively. Director of the group has to be provided with the Single occupancy room and the artists to be accommodated in twin sharing rooms.

Cost of Tender and schedule of submission of tender documents

(a)

- i) Cost of Tender : Rs.200/-
- ii) Time and last date of receipt of tender documents : 1500 hrs on 24.11.2011
- iii) Time and date of opening of technical bid : 1600 hrs on 24.11.2011
- iv) Procedure for submitting the bids : Two bid system

- b. The offer in the prescribed format should be addressed to the Registrar, 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 super scribed '**Technical Bid and Commercial Terms for Logistics including accommodation & transportation arrangements for the 14th BRM at the 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 making Logistics including accommodation & transportation arrangements for the 14th BRM at the National School of Drama**'. Both these envelopes shall be put into a third envelope which shall be sealed and superscribed '**Tender for making Logistics including accommodation & transportation arrangements for the 14th BRM at the National School of Drama**, and addressed to the Registrar, National School of Drama, Bahawalpur House, Bhagwandas Road, New Delhi 110 001.
- c. 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.
- d. 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.
- v) 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 120 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 Tour & Travel 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.
- viii) 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.10,00,000/- (Rupees Ten 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.

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

TECHNICAL BID and COMMERCIAL TERMS

1. **The bidder is required to forward the following documents:**
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 - (c) Name, address, contact telephone number and email address of representative of the Tours & Travel Agency.
 - (d) Name of Bank and Account No.
 - (e) Copies of documents relating to PAN / Sales Tax Number / TIN / VAT
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The Logistic arrangement will comprise of:-

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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

Annexure – II

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

FINANCIAL BID

(Rates in Rupees

| S.No. | Detail of work | Unit | Amount |
|--------------|---|---|---------------|
| 1. | Accommodation for 25 Foreign Theatre Groups in Delhi in Four Star Category or similar Hotel. Each group consists of 1 Director and around 10 to 20 Artists. Each group will stay for 3 days and 3nights. Single occupancy room is to be provided to the Director and twin sharing rooms to be provided to the Artists | Per Room/ Per Night | |
| 2. | Accommodation in Four Star Category or similar Hotel for 20 theatre groups in Amritsar. Each group consists of 1 Director and around 10 to 20 Artists and will stay in Amritsar for about 3 days and 3nights. Single occupancy room is to be provided to the Director and twin sharing rooms to be provided to the Artists | Per Room/ Per Night | |
| 3. | Logistics including transportation arrangement for 60 theatre groups in Delhi and 20 in Amritsar as per details provided in the Tender Document under Scope of Work for Logistics arrangements | Per Group wise for Delhi and Amritsar separately | |
| | TOTAL | | |