



NATIONAL SCHOOL OF DRAMA, SIKKIM

[AN AUTONOMOUS INSTITUTION UNDER THE MINISTRY OF CULTURE,
GOVT. OF INDIA]

Tender No.NSD/SK/Tender/04/2024

Dated: 26.04.2024

TENDER DOCUMENT FOR HIRING OF ACCOMMODATION FOR NATIONAL SCHOOL OF DRAMA, SIKKIM TO RUN ITS ACADEMIC, AND ADMINISTRATIVE ACTIVITIES.

1. The National School of Drama, Sikkim Theatre Training Centre (*herein after referred as 'NSD, SIKKIM'*) invites bids from the legal owners/power of attorney holders of premises for hiring spaces for Academic and Administrative Activities besides well secured compound within 20 km radius from the capital city of East Gangtok. The lease period initially will be for a period of 03 (three) years.
2. Interested parties having clear title deed may submit their offers on the appropriate format which may be downloaded from the School Website www.sikkim.nsd.gov.in. The last date of receipt of tender (Complete in all respect) is **25th May 2024 [upto 2:00 PM]**.
3. Priority would be given to the premises belonging to Public Sector Units/Government Departments/Public Financial Institutions. The lease agreement format of Government of India will be strictly adhered to. Being an Autonomous Institution under the Ministry of Culture, Govt. of India, no security deposit/advance payment will be made for the purpose of hiring the premises. No brokerage will be paid.
4. Technical Bid will be opened on **28th May, 2024 at 3:00 PM**. Financial Bids of only those bidders whose technical bids are found valid, eligible, and acceptable shall be opened the bidders will be informed about this by email. NSD, Sikkim reserves the right to reject any or all bids without assigning any reason thereof.

5. Terms & Conditions for Academic and Administrative Spaces:

- 5.1 National school of Drama, Sikkim is desirous of hiring suitable space to run its Academic and Administrative activities in and around Gangtok, District – East Sikkim in the radius of 20 km from the capital city on entirely lease basis for a period of 03 (three) years which maybe increased for another 03 (three) years following mutual agreement based on the past satisfactory performance.
- 5.2 The space should be well ventilated and airy rooms with adequate number of

Washrooms & Toilets. Below is the preferred no. of room with individual **minimum** measurement.

1. Two no. of rooms for ADMINISTRATIVE purpose measuring minimum L-14.8 ft X B-14.8 ft approx. with attached toilet on both the rooms.
 2. One room for students CLASSROOM purpose measuring minimum L-13.7 ft X B-18.7ft.
 3. One MINI HALL measuring minimum L-39.9 ft X B-24.6 ft.
 4. One STUDIO measuring minimum L- 40 ft X B- 39 ft
 5. One LIBRARY ROOM measuring minimum L-19 ft X B-10ft.
 6. One COMMON WASHROOM for male with 6 urine disposal commode and one attached western commode measuring minimum L-11 ft X B-8.8ft.
 7. Two WASHROOMS with suitable convenience measuring minimum L-10.7 ft X B- 5 ft.
 8. One STORAGE ROOMS connected with road measuring minimum L-35 ft X B-15ft. each.
 9. One KITCHEN measuring minimum 4 ft X 4 ft with proper sanitation facilities.
 10. RECEPTION should be present at the entrance of the property measuring minimum L-19 ft x B-10 ft.
 11. One HALL measuring minimum L- 19 ft X B- 10 ft
 12. One GREEN ROOM (MALE) measuring minimum L-14.5 ft X B-6.6 ft
 13. One GREEN ROOM (FEMALE) measuring minimum L-14.4 ft X B-7.7 ft.
 14. It should have exclusive entrance from main road with PARKING FACILITIES for at least two cars.
- 5.3 The premises should have space for common room.
- 5.4 The space should be constructed as per the sanctioned/approved plan of the competent development authority. The building should be well maintained.
- 5.5 The space should be in good locality and should be well-connected by public transport from Railway Station/Bus Stand/National Highway/State Highway/Motorable Link Road, in safe and secure premises suitable for students/staff of the school.
- 5.6 The spaces should be complete in all respect to be put to immediate use and the owner/owners of the premises will have to hand over the possession of premises within 02 (two) weeks after acceptance of their offer by NSD, Sikkim.
- 5.7 The space should also have adequate space for installation of Genset/ UPS/for necessary power backup.
- 5.8 The rent proposed to be charged should be inclusive of all amenities but excluding taxes. The taxes that are to be levied should be mentioned separately.
- 5.9 Regular maintenance work like electricity, building, carpentry, and plumbing shall be arranged by the owner itself on his/her own cost. Emergency repair work if any pointed out by NSD, Sikkim shall be carried out by the owner within 15 days failing which the same shall be done by NSD, Sikkim and cost of it shall be recovered by the means as decided by NSD, Sikkim.
- 5.10 Regular 24x7 water and electricity must be available. Stand by arrangements would be preferred for water & electricity. Water and electric meters for the premises should be exclusive for NSD, Sikkim. Charges will be paid as per meter readings.
- 5.11 Selected party shall be required to sign a lease agreement containing detailed terms & conditions with NSD, Sikkim, in accordance with the provisions of the law applicable. The Agreement shall be signed for a period of 03 (three) years initially which may be extended further on mutually agreed terms and conditions by NSD, Sikkim.

- 5.12 Space must be free from all encumbrances, claims and legal disputes etc. Documentary proof of ownership/power of attorney of building, latest payment of all taxes, duties, dues, telephone, water, electricity charges etc. must be submitted along with this Tender document.
- 5.13 NSD, Sikkim may, at any time during the currency of the lease period make such structural alterations to the existing building such as partitions, office fixtures and fittings as may be easily removable as mutually agreed upon.
- 5.14 All existing and future rates, taxes including property taxes, assessment charges and other out-going whatsoever of description in respect of the said premises, shall be payable by the owner thereof.
- 5.15 The electricity and water supply lines/connection shall be provided by the owner at his/her cost and expenses. However, NSD, Sikkim shall pay all running charges with respect to electric power and water charges of the said premises during the lease period on the basis of actual consumption.
- 5.16 Arrangements of sufficient numbers of fire extinguishers, buckets with sand etc. shall be installed on each floor of the building.
- 5.17 Space with multiple stories should have internal passage.
- 5.18 Finalization of rent, based on the location and quality of construction, is subject to certification by CPWD/Urban Development Department and final approval/sanction by NSD, SIKKIM
- 5.19 NSD, Sikkim reserves the right to consider/reject any such proposal without assigning any reason. In case of rejection of application for issue of tender, the decision of competent authority will be final, and hence the party shall not be entitled to any compensation whatsoever for no issue of tender.
- 5.20 All columns in the tender document should be duly filled in and no column should be left blank. "NIL" or "Not applicable" should be marked, where there is nothing to report. All the pages of the tender document should be signed by the owner or his/her authorized power of attorney. Any other cutting, without use of white ink, should be duly initialled by the bidder. The School reserves its right to reject the incomplete tender or in case information submitted is found to be incorrect.
- 5.21 In case space in tender document is found to be insufficient, the bidder may use separate sheet to provide full information.
- 5.22 The decision of NSD, Sikkim will be final in case of any dispute arising in the implementation of the terms of the contract.

6 Procedure for submission of Tender:

- 6.1 The tender document for hiring Academic and Administrative space should be applied separately.
- 6.2 Both the bids (Technical and Financial) duly signed by Owner, or his/her Authorised Signatory, should be sealed in two separate envelopes as described below:
 - A. **ENVELOPE 1: containing Technical Bid in ANNEXURE - I duly completed in all respects along with all relevant documents.**
 - B. **ENVELOPE 2: containing the Financial Bid in ANNEXURE - II showing rates, financial terms, and conditions etc.**
- 6.3 Both the said Envelopes should be superscribed in bold letters with the statements "TECHNICAL BID FOR HIRING OF SPACE FOR ACADEMIC & ADMINISTRATIVE BUILDING, NSD, SIKKIM" AND "FINANCIAL BID FOR HIRING OF BUILDING FOR ACADEMIC & ADMINISTRATIVE SPACE, NSD, SIKKIM" as the case may be submitted separately.
- 6.4 Finally, the above-mentioned two envelopes should be sealed in a single cover, super scribed as '**BID FOR HIRING OF SPACE FOR ACADEMIC & ADMINISTRATIVE BUILDING, NSD, SIKKIM**', as case may be; Name and Mobile Number of the interested party; and shall be submitted by Regd./Speed Post/ Courier/Tender drop box at the following address on or before the given date **25th May 2024 [upto 02:00 PM]**:

**NATIONAL SCHOOL OF DRAMA, SIKKIM THEATRE
TRAINING CENTRE, 1ST FLOOR MANAN KENDRA
DEVELOPMENT AREA, GANGTOK
EAST SIKKIM, PIN 737101
Phn no. 0359-291415, 291054
Email:nsdsttc@gmail.com
Website: sikkim.nsd.gov.in**

- 6.5 Technical Bid should contain the details required, as per proforma at **ANNEXURE - I** and Financial Bid should contain details, as per proforma at **ANNEXURE-II**.
- 6.6 Bids not submitted, as per above proforma will be summarily rejected.
- 6.7 Technical Bid should be accompanied with the documents, as per **ANNEXURE - I**, without which the tender will be considered incomplete and hence, summarily rejected.
- 6.8 The Technical Bid should be accompanied by a copy of this Tender Document with

each page duly signed by the authorized signatory of the bidders, who has signed the bid, in token of bidders' acceptance of the terms and conditions of the Tender. Bids not accompanied with a duly signed copy of the Tender Document will not be considered.

- 6.9 For any pre-bid submission queries, the prospective bidders may contact the Centre Director, NSD, SIKKIM, during office hours, on following address:

**NATIONAL SCHOOL OF DRAMA, SIKKIM THEATRE
TRAINING CENTRE, 1ST FLOOR MANAN KENDRA
DEVELOPMENT AREA, GANGTOK
EAST SIKKIM, PIN 737101
Phn No. 0359-291415, 291054
Email:nsdsttc@gmail.com
Website: sikkim.nsd.gov.in**

- 6.10 Queries, if any, raised by NSD, Sikkim, after opening of Technical Bids should be answered by the prescribed date. In case of no reply, Bid shall be cancelled. As far as possible, such clarifications would be sent through email and confirmed through a formal letter, duly signed by the authorized signatory.
- 6.11 Bids received after the closing date and time shall not be considered and no correspondence in this regard will be entertained.

7. Procedure for Opening of Tender:

- 7.1 While opening the tenders, the envelopes containing technical bids shall be opened first and acceptance of the tender according to the specified clause will be ascertained by the Technical Bid Opening Committee. The Technical Bids will be opened on **28th May 2024 at 03:00 PM onwards**.
- 7.2 A Site Selection Committee constituted by NSD, Sikkim shall visit the building(s) offered by bidders (*who found to be qualified in the technical bid*) and will submit its final recommendation to the competent authority of NSD, Sikkim taking into consideration the suitability of premises offered as per the present and future need of NSD, Sikkim.
- 7.3 The opening of financial bids shall be done at a later date. The financial bids of only those bidders will be opened which are technically qualified and short-listed by the Site Selection Committee as per the requirements of NSD, Sikkim.

Important Note: Financial Bids of technically disqualified bidders (*who were not short-listed by the Site Selection Committee as per the requirements of the School*) will not be opened.

- 7.4 The bidders, if they so desire, can depute their representatives at the time of opening of the Bids.

8. Final Selection/Evaluation:

- 8.1 The final selection/evaluation of the SPACE(s) will be done by the competent authority of NSD, Sikkim on the recommendation of the Site Selection Committee, taking into consideration the suitability of the premises, and present & future requirements of the School.
- 8.2 Finalization of rent is subject to certification by the CPWD/ Urban Development Department of the concerned state and final approval of the competent authority of NSD, Sikkim. The assessment of reasonable rent is done by the CPWD/ Urban Development Department of the concerned state which is the competent authority to issue Rent Reasonableness Certificate (RRC) also called Fair Rent Certificate.
- 8.3 The monthly rent of the SPACE(s) shall be finalized as per the rate quoted by the bidder in its Financial Bid or rate assessed by the CPWD/ Urban Development Department of the concerned state, whichever is less.**
- 8.4 The qualifying Lessor/selected Lessor is required to submit certified copies of approved drawings, certified copy of land deed, Municipal receipts, and approved plan of building and copy of document regarding ownership of building. The qualifying bid received without these documents are liable to rejections without any reference to the party whatsoever. Originals of these documents/certificates shall be produced at the time of execution of lease agreement.
- 8.5 The Chairperson of the committee or any other staff duly instructed by him shall reserve the right to verify/inspect the building before finalization of tender and reject it outrightly, if the building is not according to the specification required by NSD, Sikkim.
- 8.6 The rate of rent approved by the competent authority is liable to revision after 3(three) years from the start of the lease or revision of the rent, provided that such revision shall not exceed 5% after completion of three years, after which the agreement shall be extended for another three years and thereafter the same rate of increment i.e. 5% shall be applicable.
- 8.7 The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms of area and price and other terms and conditions quoted in the "Qualifying Bid" or "Financial Bid". The bidder has to submit an undertaking on non judicial stamp paper of requisite value duly signed by the legal owner or his power of attorney holder that the bidder shall not back out/cancel the offer made to National School of Drama, Sikkim during the validity period.

9. Insurance:

At all times during the currency of the lease period, it shall be the responsibility of the owner of the building to obtain insurance coverage in line with standard industry practice, including cover for fire, theft, and natural calamities.

10. Commencement & Termination:

- 10.1 The agreement for hiring of spaces shall come into force immediately after it is executed and shall remain in force for the period agreed upon.
- 10.2 The agreement may be terminated by giving three months' notice by NSD, SIKKIM. However, during such notice period the buildings shall remain in the possession of NSD, Sikkim.

11. Indemnification:

The party(ies) shall keep NSD, Sikkim indemnified against all claims/litigation in respect of the spaces so hired by NSD, SIKKIM, whatsoever.

12. Terms of Payment:

- 12.1 The rent charges shall be paid at the fixed rate at the end of each month or as per the lease agreement entered into with the party on the terms & conditions mutually agreed upon.
- 12.2 Payments of rent will be made on monthly basis subject to deduction of the tax at source (TDS) and/or any other statutory charges as applicable from time to time.

13. Miscellaneous:

- 13.1 The offer shall be valid up to 180 days after the closing date of tender.
- 13.2 The School shall be under no obligation to accept the lowest quotation.
- 13.3 Non-fulfillment of any of the above terms shall result in rejection of Bid.
- 13.4 In case the date of opening of tender is declared as Public Holiday, the tender shall be opened on the next working day at the same time.
- 13.5 In case of any dispute, suite or legal proceedings against NSD, Sikkim, the territorial jurisdiction shall be restricted to the Courts in East Sikkim at District Court Gangtok and HighCourt at Sikkim.
- 13.6 The School reserves the right to reject all or any tender without assigning any reason thereof.

TECHNICAL BID
HIRING OF BUILDING FOR NSD, SIKKIM indemnified

1.	Name of the person/party holding title to the property	:	
2.	Nationality of Owner	:	
3.	Full postal address of property	:	
4.	Email ID, Mobile, with STD code	:	
5.	Age of the Building (Year of Construction)	:	
6.	Description of built-up area in Sq. Ft		
i.	Plinth Area Offered	:	
ii.	No. of Rooms/Halls/Kitchen/Studio with area of each room to be offered	:	
	a) Ground Floor	:	
	b) First Floor	:	
	c) Second Floor	:	
	d) Third Floor	:	
	e) Fourth Floor	:	

7.	Distance (in KM) from	:	Railway Station: Bus stand:
8.	Essential/Documents to be furnished		
	i. Copy of the title deed of the property	:	
	ii. Copy of building plan duly approved by local government body	:	
	iii. Particulars of completion certificate, year of construction, age of the building etc. <i>(Enclose attested/self-certified copy of completion certificate issued by Competent Authority)</i>	:	
	iv. Whether accommodation offered for rent is free from litigation including disputes in regard to ownership, pending taxes, due or like <i>(Enclose copy of Affidavit from owner or Power of Attorney holder)</i>	:	
9.	Please Indicate:		
	i. Whether it is an independent building for exclusive use of NSD,SIKKIMor otherwise <i>(Details may be clearly illustrated & stated)</i>	:	Yes / No
	ii. General amenities:		
	No. of Rooms (in Sq. Ft.)	:	
	No. of Rooms with attached toilets <i>(please state whether Indian or WC used)</i>	:	
	No. of Toilets in the building <i>(separately for ladies and gents)</i> Floor-wise.	:	
	No. of HALLS (in Sq. Ft.)	:	
	No. of SEMINAR HALLS/STUDIO/MINI HALL with area (in Sq. Ft.)	:	
	iii. Available Parking Space for NSD, SIKKIM only (Sq. Ft.)	:	

iv.	Whether proposed building is free from all encumbrances, claims, litigations	:	
v.	Whether proposed building is ready to occupy?	:	
vi.	Whether the electric wiring is certified by the SIKKIM State Electricity Board (BSEB) for safety standards.	:	
vii.	Whether all Govt. dues (property) taxes, electricity, telephone, water bills are paid up as on date of application (<i>documentary proof should be provided</i>)	:	
viii.	Whether the landlord of the building is a near relative or any of the personnel of NSD, SIKKIM?	:	
ix.	Whether the owner of the building is agreeable to Monthly rent as determined and fixed by Competent Government Authority viz. CPWD/ Urban Development Department of the concerned state.	:	
x.	Are there any items or special services intended to be provided for payment of additional charges (besides the rent)? If so, please indicate each such service / intended to be provided with details of such charges separately against	:	
xi.	Sanctioned Electricity Load (Pl also state whether you agree to get the load increased, if required)	:	
xii.	a) Details of Power Back-up facility / Generator with capacity	:	
	b) Arrangements of regular repairs and maintenance of such Power Back up facility	:	
xiii.	Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (<i>Copy of certificate to be enclosed</i>)	:	
xiv.	Provisions of regular repairs and maintenance and special repairs, if any of the building	:	
xv.	Whether reception room/attendant available	:	
xvi.	Availability of Shelter/Booth for Security Guards	:	

	xvii. Any Other information which the intending party wishes to furnish	:	
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Declaration:

- (i) I/We have read and understood the detailed terms and conditions applicable to the subject offer as supplied with the tender documents and agree to abide by the same in totality.
- (ii) It is hereby declared that the particulars of the buildings etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the SCHOOL may wish to take.
- (iii) I agree to receive monthly rent as determined by the competent Govt. Authority in respect of above building and I agree to abide by all the terms and conditions that may be specified in this regard.

**Signature of the Legal Owner/
Power of Attorney Holder**
(Delete as inapplicable)

(Name in Block Letters)
(Designation and Seal where applicable)

FINANCIAL BID
HIRING OF BUILDING FOR NSD, SIKKIM

1. Name:
2. Address (Office & Residence):
3. Telephone & Mobile No.:
4. E-mail ID:
5. Address of Property offered:

Sl. No.	Purpose of the Building	Total Monthly Rent (in Rs.)
1.	Administration/Academic	In Figures (Rs.): _____ In Words (Rs.): _____

NOTE:

- a. The Financial proposal shall not include any conditions to it and any such conditional financial proposal shall be rejected summarily.
- b. Quote should be covering all taxes and duties. This shall be the amount payable by the school monthly as rent.
- c. The rates quoted shall remain firm throughout the tenure of the contract and no revision is permissible for any reason except in accordance with the terms of the Standard Lease Agreement.
- d. Rates should be quoted in figures and words without any errors, overwriting or corrections and should include all applicable taxes etc. In case of any discrepancy between the amount mentioned in figures and words, the amount in words shall prevail.

**Signature of the Legal Owner/
Power of Attorney Holder**
(Delete as inapplicable)

(Name in Block Letters)
(Designation and Seal where Applicable)

END OF DOCUMENT