



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

NOTICE INVITING TENDER

ENQ.NO-005/2023-2024/EM Dt-14.06.2023

**TENDER DOCUMENT FOR
PROVIDING AND FIXING OF STAINLESS
STEEL MOSQUITO NET TO WINDOWS AT
HOSTEL BLOCKS OF KALAKSHETRA**

KALAKSHETRA FOUNDATION

THIRUVANMIYUR

CHENNAI – 600041

PH- 044 – 24524057 / 0836

E-Mail: tender@kalakshetra.in

Website: www.kalakshetra.in



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Kalakshetra Foundation, an Autonomous Body under the Ministry of Culture, Govt. of India, invites sealed tenders, in the enclosed format from the from the reputed manufacturers or it's authorized dealers, registered contractors (CPWD/State PWD/Railway/MES/BSNL/Reputed Central or State PSUs/Autonomous Body/similar govt. agencies for similar nature of work (or) undertaking construction work of similar nature for "PROVIDING AND FIXING OF STAINLESS STEEL MOSQUITO NET TO WINDOWS" OF KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41.

The sealed tenders along with proof of registration certificate, GST.No, PAN NO, REGN.NO should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41, on or before **26/06/2023** up to **1.00 p.m.** by post or by hand delivery and same will be opened on the same day **at 3.00 pm** itself in the presence of the tenderer or his/ her representatives if they chose to attend. Late/delayed tenders received, due to any reason whatsoever will not be accepted under any circumstances.

In case bidders need any clarification/assistance may contact Estate Manager on any working day during the office hours and can be contacted at 044- 24524057/ 0836.

1.	Name of the work	"PROVIDING AND FIXING OF STAINLESS STEEL MOSQUITO NET TO WINDOWS" OF KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41.
2.	NIT No	ENQ.NO-05/2023-2024/EM Dt-14.06.2023
3.	Tender documents	The tender documents are to be downloaded either from the Foundation's website at www.kalakshetra.in or www.eprocure.gov.in from 15.06.2023, 10 AM onwards. If there is any difficulty in downloading the documents, same can be collected from the Foundation's Office free of cost on any working day between 10 AM to 5 PM till 24.06.2023, 5 PM.
4.	Pre-bid meeting if required	22.06.2023 at 3 PM (the meeting will be held only if required). Queries if any should be sent in advance by email at tender@kalakshetra.in so that the Foundation is ready with clarifications



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5.	Last date and time for receipt of completed Tenders	26.06.2023 up to 01.00PM
6.	Date and Time of Opening	26.06.2023 at 03.00PM
7.	Amount of Earnest Money Deposit (EMD)	Rs.15000-00 (Rupees fifteen thousand only)
8.	Period of completion	20 days (twenty)

The Kalakshetra reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Kalakshetra decision in this regard will be final and binding on all applicants.

This issues with the approval of the competent authority.

For KALAKSHETRA FOUNDATION



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INSTRUCTIONS TO THE TENDER:

1. The intending bidder must read the terms and conditions carefully. He/she should only submit has bid if he/she considers himself eligible and he/she is in possession of all the documents required.
2. The intending bidder must have registered in the appropriate class in CPWD/State PWD / Railway /MES/BSNL/Reputed Central or State PSUs / Autonomous Body / similar govt. agencies undertaking similar nature of work or reputed manufacturers or it's authorized dealers .
3. The sealed envelope must be super scribed "PROVIDING AND FIXING OF STAINLESS STEEL MOSQUITO NET TO WINDOWS" OF KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41. with tender inquiry number and its due date.
4. The tender document should be filled in English and all entries should be typewritten or handwritten but there should not be any overwriting or cutting. Corrections, if any, shall be made by neatly crossing out, initialling, dating and rewriting.
5. The price/rate quoted should be indicated in words as well as in figures. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the tenderer does not accept the correction of the errors, the bid shall be rejected.
6. All pages provided in the tender document shall be numbered and submitted as a package along with forwarding letter on agency's/firm's letter head with signed and sealed before their submission.
7. Rates should be quoted as shown in format schedule and all applicable taxes and duties levied by government should be clearly mentioned by tenderer separately.
8. Tenders qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
9. The instructions given herein will be strictly binding on the tenderers and deviation, if any, not acceptable to the Kalakshetra Foundation, will make the tender or tenders liable to be considered invalid. Tender(s) incorporating additional conditions by the tenderer(s) are liable for rejection.
10. At any time, prior to the date of submission of bids, Kalakshetra Foundation for any reason, whether at its own initiative or in response to clarification(s) sought by prospective bidders, may issue clarifications by amending the bid documents. All such amendments shall be notified and intimated by e-mail to all the tenderers. All such amendments have to be considered as mandatory constituent part of the tender document.
11. The tenderers shall fill up the (Part I) in prescribed format and submit the same duly signed on all pages and sealed as a token of their acceptance. Incomplete tenders i.e. "Part-I" without all the supporting documents, EMD and duly filled in, copy of valid trade license, copy of contract registration,



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Copy of GST registration & PAN.NO certificate, Address proof of the firm signed and stamped with official seal in all the pages will be rejected straightway without any reference to the tenderers.

12. The tenderers shall quote their rate in item wise as mentioned in the schedule of quantities (Financial Bid) and submit the same duly signed and sealed. Overwriting in the Financial Bid is not permitted and shall be rejected straightway without any further reference.
13. Conditional tenders shall not be accepted.
14. Tenders submitted via electronic transmission or through e-mail shall not be accepted.
15. In case the last date of receipt/opening of tender is declared as a holiday, the tenders shall be opened on the next full working day.
16. The authorities of Kalakshetra Foundation do not bind themselves to accept mere lowest tender and reserves the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.
17. The bids shall be valid for a period of 45 days from the date of opening of the tender.
18. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
19. Tender is not transferable. One tenderer shall submit only one tender.
20. Tenderer signing the tender must clearly, specify whether he/she is signing as Sole Proprietor, Authorized person, Partner, under Power of Attorney or as Director/ Manager/Secretary etc., as the case may be.
21. In case the tenderer fails to submit any of the required documents as per tender document or found unsuitable to execute the tendered job shall not be considered and shall be rejected straight away without any further reference.
22. The successful contractor shall not transfer wholly or partially the order of work to any other person(s) / firm / company for any reason whatsoever and in which case the order shall automatically stand cancelled.
23. Tender document submitted by the participants should be concise and contain only relevant information as required under this tender.
24. The participant would be responsible for all of its expenses, costs and risks incurred towards preparation of the tender document, attending any pre-bid meeting and visiting the site or any other location in connection therewith. Kalakshetra Foundation shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the tender process.



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GENERAL TERMS AND CONDITIONS

1. The successful tenderer shall start work immediately from the date of award of work. The duplicate copy of the award letter duly signed with official stamp on all the pages to be submitted as a token of acceptance of the order.
2. The contractor shall also arrange for proper storage of the accessories at site and will be responsible for their watch ward.
3. The site of work shall always be kept neat and clean and all building rubbish shall be periodically removed from the premises to avoid nuisance to occupants.
4. All precautions not to damage the KF property shall be taken by the contractor. If any damage is caused to any structure etc. the same shall be made good by the contractor at his cost to the satisfaction of KF authority.
5. No payment will be made to the contractor for damage caused by rains during the execution of the works and no claim on this account will be entertained.
6. The work shall be carried out using metric dimensions only and shall be measured and paid in metric dimensions. F P S units, if any, mentioned in drawings etc are for guidance only.
7. Wherever any reference to any Indian Standard Specification occurs in the documents relating to this contract the same shall be inclusive of all amendments issued there to or revision thereof if any, up to the date of receipt of tenders.
8. Unless otherwise specified in the schedule of quantities the rates for the various items are for all heights and locations.
9. The tenderer shall study the item description, the relevant drawings and satisfy him the item of work to be carried.
10. If a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section/sub-head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer. Rates mentioned in financial bid in this percentage tender should not be altered.
11. The contractor shall take instructions from the KF authority for stacking of materials in any place.
12. Some restrictions may be imposed by the security staff etc., on the working and for movement of labour, materials etc. The contractor shall be bound to follow all such restrictions/instructions and nothing extra shall be payable on this account.
13. The contractor shall take all precautions to avoid all accidents by exhibiting necessary caution boards and by providing red flags, red lights and barriers. The contractor shall be responsible for any accident at the site of work and consequences thereof.
14. It shall be deemed that the contractor shall satisfied himself as to the nature and location of the



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work, transport facilities, availability of land for setting up of camp etc. The KF will bear no responsibility for lack of such knowledge and the consequences thereof.

15. Unless otherwise specified in the schedule of quantities the rates for the various items are for all heights and locations.

16. The malba/garbage generated at site due to construction activities shall be removed from the Site to the location specified by KF. The contractor shall clean the site thoroughly by removing scaffolding, surplus materials, rubbish, equipments left out of his work and shall dress the site around the building to the complete satisfaction of the KF authority before the work is treated as complete.

17. The dismantling wherever required shall be done in a manner so that no other portions of the building or its fixtures are damaged. If any damage done to the building it shall be made good by the contractor at his own cost and no claim what so ever shall be entertained on this account.

18. All the tools & safety arrangement will be arranged by the contractor. The safety arrangement shall be made by the contractor as per site requirement at his own cost.

19. The KF reserves the right to cancel or reduce/increase the quantity included in the schedule of requirements at any time after acceptance of the tender with a notice. The Contractor/Supplier shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he/she might have derived from the execution of the work/supply in full but he/she did not derive in consequence of the foreclosure of the whole or part of the works.

20. Place of work area:- Different hostel blocks of BCCH hostel in KF premises.

21. The drawings, figures & sketches given in this catalogue are not to scale.

22. General Terms of payment: -

a) The rate quoted should be item wise.

b) Tender should be submitted in sealed cover along with the Earnest Money of Rs.15000/- (Rupees fifteen thousand only). The EMD is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker's cheque/BG from any of the schedule bank/ Nationalised Bank drawn in favour of KALAKSHETRA FOUNDATION payable at Chennai. In case of entities exempted from EMD, certificate may be furnished. EMD in any other form will not be accepted as valid EMD.

c) EMD submitted by other bidders will be returned within 15 days after the award of contract. No interest will be paid on the Earnest Money deposited with the Kalakshetra Foundation. Earnest Money deposit in respect of the successful tenderer will be refunded on submission of performance guarantee or will be adjusted towards performance guarantee on submission of difference of amount. If the successful tenderer fails to execute the order strictly as per the terms and conditions of the tender, EMD shall be forfeited forthwith after cancellation of the concerned order.

d) **Performance Guarantee:** Within two days of receipt of the Letter of Acceptance, the successful Bidder shall submit Performance Security @ 5% (five) of the total tender value.



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e) This Security deposit will not bear any interest of whatsoever. This security deposit is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker's cheque, Bank Guarantee from any of the Nationalized Banks or from any one of the scheduled banks valid for a period of six months.

f) After successful completion of the contract, the Performance Security/guarantee amount will be refunded with final bill after adjusting dues if any to the KALAKSHETRA FOUNDATION from the Contractor subject to terms and conditions as per tender document.

g) The security deposit will be forfeited in case of breach of contract, Deduction of any dues payable to KF on whatsoever account, Deduction of any liability/damages incurred by KF, on behalf of the Service Provider/Contractor in the discharge of his/their obligations under this Tender.

h) No advance/part payments shall be released. Payment to the successful contractor will be paid at the end of successful completion of work on submission of final bill of quantities (BOQ) along with detailed measurements. Payments will be made either by cheque or RTGS/NEFT within 10 (Ten) working days only after the satisfactory completion of work.

i) 5% (five) Retention amount on the total value of work will be deducted at the time of passing the bills. The retention amount withheld by KF will be returned at the end of defects liability period of one year. No interest will be paid for the retention amount.

j) Income Tax, GST whichever is applicable at the prevailing rates as applicable from time to time shall be deducted as per extant rules. Quoted rates shall be inclusive of applicable GST. Failing which it shall be presumed that the prices include all such charges and no claim for the same will be entertained.

k) Revision of rates will not be permitted for any reason including during the extended period.

l) In the event of failure of work action will be taken to rescind the work and the work will be get through other agencies at contractor's risk and cost.

m) Deduction of any liability/damages incurred on behalf of the Service Provider/Contractor in the discharge of his/their obligations under this Tender.

n) During the progress of work, the Contractor/representative shall remain in touch with the Kalakshetra Foundation authorities and ascertain from them whether any excess over sanctioned cost is anticipated and/or has already occurred.

o) The rates should be quoted for destination i.e Kalakshetra Foundation, Thiruvanmiyur, Chennai-41. The rates quoted by the contractor shall be taken as net and nothing extra shall be paid on any account i.e. cartage, GST and stacking at required place etc. Rate quoted should be inclusive of Testing, commissioning and installation of equipment.

23. Time of Completion: - Time is the essence of the contract. If contractor fails to complete the work within 20days from the date of award of contract, Liquidated Damage (L.D.) @10% of actual contract



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amount per week shall be recovered from the bill of the successful tenderer subject to a maximum of 20% of the contract amount.

24. The KF reserves the right to visit the factory/workplace before or after the issue of supply order to satisfy itself regarding the quality of production. In case of any remarks /default noted, the EMD will be forfeited even if pre-qualified.

25. TERMINATION OF AGREEMENT: - The agreement/work order herein may be terminated at any time by either party by giving a written notice of 15days to the other party.

26. ARBITRATION CLAUSE: - In the event of any dispute arising out of or in connection with this tender/contract/work order, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, KALAKSHETRA FOUNDATION or any other officer nominated by the Director, KALAKSHETRA FOUNDATION for arbitration whose decision shall be final and binding on the parties. The proceedings before the Arbitrator would be governed by the provision of the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Kalakshetra Foundation, Chennai.

The courts of Chennai will have exclusive jurisdiction for any issue/ dispute arising out of or in connection with the contract including relating to the arbitration proceedings.





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(Part-I)

ENQ.NO-05/2023-2024/EM Dt-14.06.2023

Date:

To
The Director
Kalakshetra Foundation
Thiruvanmiyur,
Chennai – 600 041.

Dear Sir/Madam,

SUB: Tender for “PROVIDING AND FIXING OF STAINLESS STEEL MOSQUITO NET TO WINDOWS” OF KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41.

With reference to your tender enquiry cited above, we are pleased to enclose the Part-I for your kind consideration (as per prescribed format).

Our Company profile

i	Name of the agency/Contractor	:	
ii	Mailing address of the agency with PIN Code	:	
iii	Status of the Agency: Proprietor / Partnership / Regd. Company / Co-op. Society	:	
iv	Contact details	:	
	Telephone numbers(s)	:	
	Fax number(s)	:	
	E-mail address	:	
	Website	:	
v	GST registration No	:	
vi	PAN no.	:	
vii	Trade license no.	:	
viii	Bankers and their address along with type of Account & Account No	:	
ix	E.M.D details	:	
x	Registration certificate from CPWD/ StatePWD/Railway/MES/BSNL/Reputed Central or State PSUs/Autonomous Body/similar govt. agencies – certified copy to be enclosed.	:	

We confirm that we shall abide by all the tender conditions and we do not have any additional conditions.

Thanking you,

Yours faithfully,

Signature with date and name of the signatory

Name of the Agency

(Seal of the agency)

Note: You may please attach a separate sheet as annexure for providing the details



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FINANCIAL BID DOCUMENT - (Part-II)
ENQ.NO-05/2023-2024/EM Dt-14.06.2023
(Schedule of Quantities)

The Director
Kalakshetra Foundation
Thiruvanmiyur,
Chennai – 600 041.

Dear Sir/Madam,

SUB: Tender for “PROVIDING AND FIXING OF STAINLESS STEEL MOSQUITO NET TO WINDOWS” OF
KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI-41.

With reference to your tender enquiry cited we are pleased to enclose the following as our financial bid for your kind consideration (as per given format).

S.No	Description of Item	Qty	Unit	Rate	Amount
1.	Providing, fabricating and fixing of mosquito net shutters with 20.00mmX10.00mmx1.00mm size powder coated aluminum frame to the fixed on the wood frame on the opening as per site condition. Each frame shall be two vertical and three or more horizontal sections based on the window size. The shutter net/mesh made of stainless steel-304 materials in Aluminium frame with openable door and Powder coating (Colour: Ivory) of section with different sizes of windows / ventilators at different hostel blocks of KF.(Exact measurement has to be taken before fabricating) with suitable size of frame, hinges and with fiber stopper for 3 sides, tower bolts, screws, with 4 locking stopper pins, brackets, handles etc. with filling of gaps wherever required including cost of all material and fixing charges of the door complete to the satisfaction of KF. There should be provision to remove and refit window mesh door as and when required. The brand name of the item which the vendor will be using needs to be specified in the Tender Document. Rate should be quoted per Square meter. The rate including cost of all materials, transport and labour charges etc complete. A sample of net door 6ft x6ft to be submitted along with bid. Approx- 205 windows/ventilators with different sizes such as 6ftx4ft, 4ftx5ft,2ftx3ft etc.. 18x16	270.00 (Approx.)	Sqm (Square meter)		
		Total			
		Add GST %			
		Grand Total			
Rupees in words:-					

- The tenderer is need to quote the item rate only.
 - We confirm that on being successful in the tender we would take up and execute the work.
 - We confirm that we will abide by all the tender conditions and we do not have any additional conditions.
- Signature with date and name of the signatory
Name of the agency with seal