



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

NOTICE INVITING QUOTATION

ENQ.NO-11/2018-2019/EM Dt-25.07.2018

TENDER DOCUMENT FOR

PROVIDING CUP BOARD SHUTTERS FOR LIBRARY

IN BASS SCHOOL AT

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 quotation, in the enclosed format (Part -II) from the registered contractors (CPWD/State PWD/Railway/MES/BSNL/Reputed Central or State PSUs/Autonomous Body/similar govt. agencies undertaking construction work of similar nature) for "PROVIDING CUP BOARD SHUTTERS FOR LIBRARY IN BASS SCHOOL AT KALAKSHETRA FOUNDATION, Thiruvanmiyur, Chennai- 41.

The sealed quotation along with proof of registered certificate, GST.No, PAN NO, REGN.NO should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41, on or before **10/08/2018** 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 CUP BOARD SHUTTERS FOR LIBRARY IN BASS SCHOOL AT KALAKSHETRA FOUNDATION, Thiruvanmiyur, Chennai- 41."
2.	NIT No	ENQ.NO-11/2018-2019/EM Dt-25.07.2018
3.	Tender documents	The tender documents are to be downloaded from the Foundation's website at www.kalakshetra.in from 25.07.2018, 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 09.08.2018, 5 PM.
4.	Pre-bid meeting if required	03.08.2018 at 3 PM (the meeting will be held only if required)
5.	Last date and time for receipt of completed Tenders	10.08.2018 up to 01.00PM
6.	Date and Time of Opening	10.08.2018 at 03.00PM
7.	Estimated cost put to bid Rs.	69,393-00
8.	Amount of Earnest Money Deposit (EMD)	Rs.1400-00
9.	Period of completion	15 days (fifteen)

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 construction work of similar nature.
3. The sealed envelope must be superscribed "PROVIDING CUP BOARD SHUTTERS FOR LIBRARY IN BASS SCHOOL AT 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 GST registration &



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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 percentage above or below the cost 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 180 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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25. Specifications to be followed for execution of work for Civil Work: CPWD specifications 2009 Vol. I to II with up to date correction slips.

GENERAL TERMS AND CONDITIONS

1. The successful tenderer shall start work within 4 (four) working days 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. Unless otherwise specified in the schedule of quantities the rate for the items of the work shall be considered, as inclusive of pumping out or bailing out water, if required, for which no extra payments will be made. This will include water encountered from any source, such as rains, floods, sub-soil water table being high or due to any other cause whatsoever.
10. The tenderer shall study the item description, the relevant drawings and satisfy him the item of work to be carried.
11. 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.
12. The contractor shall produce the copy of the current validity of the BIS certification of the agency from whom materials was procured by the contractor. BIS marked materials shall also be got tested. The



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materials and the quantity for which tests to be conducted shall be decided by the KF authority.

13. The contractor shall take instructions from the KF authority for stacking of materials in any place. No excavated earth or building material shall be stacked on areas where other buildings, roads, services compound walls are to be constructed.

14. 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.

15. 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.

16. It shall be deemed that the contractor shall satisfied himself as to the nature and location of the work, transport facilities, availability of land for setting up of camp etc. The department will bear no responsibility for lack of such knowledge and the consequences thereof.

17. Electrical Power: The Contractors will have to make their own arrangements for drawing electric power from the nearest power line after obtaining permission from the TNEB at his own cost. If the supply is arranged by the KF, necessary Tariff rates shall have to be paid based on the actual consumption.

18. General Requirements/Specifications for furniture work.

- The shutters are to be made with 2nd class teak wood.
- The glass panes are of 4mm thick.
- The handles are of C.P.Brass and Hasp and Staple are of Bright finished Brass.
- Dimensions shall be read in metric unit only.
- Permissible tolerances in dimensions are in overall size +-10mm.
- Minor deviations from specifications- In order to improve strength /finish & comfort of the product or due to non availability of particular material can be allowed at the discretion of KF.
- Finishing & workmanship in the product is of prime importance and must be of good quality.
- The supplier shall ensure that the product is manufactured as per specification and all the fitting/accessories used are of standard quality.
- Teak wood used in the furniture shall be seasoned wood with major defects, like dead knots with through hole, wide cracks etc. shall not be used. Enamel painting shall be done on all wooden items.
- The supplier should replace the rejected/ damaged items within 10 days, failing which legal action shall be taken as deemed fit by the organisation.

19. General Terms of payment: -



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a) The rate quoted should be percentage.

b) Tender should be submitted in sealed cover along with the Earnest Money of INR 1400/- (Rupees fourteen hundred 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. 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 retained with the Kalakshetra Foundation until entire work as per terms and conditions of the tender is completed. 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.

c) 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.

d) 2% (Two) 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.

e) 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.

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

g) 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.

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

i) 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.

20. Time of Completion: - Time is the essence of the contract. If contractor fails to complete the work within stipulated period, Liquidated Damage (L.D.) @1% of actual contract amount per week shall be recovered from the bill of the successful tenderer subject to a maximum of 10% of the contract amount.

21. Deviation limits to be mentioned:



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- a) Deviation Limit for works above plinth level 30%
- b) Deviation Limit for items in earthwork Subhead of DSR or related items: 100%

22. In case of Extra / Substituted Item the rate is to be worked out as follows.

In the case of Extra Item(s) being the schedule items (Delhi Schedule of Rates items), these shall be paid as per the schedule rate plus cost index (at the time of tender) plus/minus percentage above/ below quoted contract amount. Payment of Extra items in case of non-schedule items (Non-DSR items) shall be made as per the prevailing market rate.

23. In the case of substituted items (items that are taken up with partial substitution or in lieu of items of work in the contract), the rate for the agreement item (to be substituted) and substituted item shall also be determined in the manner as mentioned in the following para. (a) If the market rate for the substituted item so determined is more than the market rate of the agreement item (to be substituted), the rate payable to the contractor for the substituted item shall be the rate for the agreement item (to be substituted) so increased to the extent of the difference between the market rates of substituted item and the agreement item (to be substituted). (b) If the market rate for the substituted item so determined is less than the market rate of the agreement item (to be substituted), the rate payable to the contractor for the substituted item shall be the rate for the agreement item (to be substituted) so decreased to the extent of the difference between the market rates of substituted item and the agreement item (to be substituted).

24. For Deviated quantities In the case of contract items, substituted items, contract cum substituted items, which exceed the prescribed limits laid down, determine the rates on the basis of the market rates and the contractor shall be paid in accordance with the rates so determined.

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-11/2018-2019/EM Dt-25.07.2018

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

Date:

Dear Sir/Madam,

SUB: Tender for “PROVIDING CUP BOARD SHUTTERS FOR LIBRARY IN BASS SCHOOL AT 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	:	

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-11/2018-2019/EM Dt-25.07.2018
(Schedule of Quantities)

The Director
Kalakshetra Foundation
Thiruvanmiyur,
Chennai – 600 041.

Dear Sir/Madam,

SUB:- Tender for “PROVIDING CUP BOARD SHUTTERS FOR LIBRARY IN BASS SCHOOL AT 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	DSR	Description of Item	Qty	Rate	Unit	Amount
1	9.16 9.14	Providing and fixing 25mm thick shutters for cupboards etc. Glazed shutters.				
	9.16.2.2	Second class teak wood including ISI marked Stainless steel Butt hinges.	24.00	2537.85	sqm	60908.40
2	9.92	Providing and fixing Chromium plated brass handles with necessary screws etc. complete				
	9.92.3	75mm	18.00	152.90	each	2752.20
3	9.87	Providing and fixing bright finished Hasp and staple(Safety type) with necessary screws etc. complete.				
	9.87.3	90mm	9.00	77.60	each	698.40
4	13.68.1	French sprit polishing - Two or more coats on new works including a coat of wood filler.	24.00	209.75	sqm	5034.00
						69393.00
		Percentage above or below the estimated cost- % in Figures & words				
		Grand total in Figures & words -				

- The tenderer is need to quote the percentage only above or below or at par with the estimated cost to cover all the rates of item.
- The percentage shall be written in 2 (two) place of decimal
- Applicable GST prevailing at the time of calling tender is inclusive of the quoted rates.
- 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