



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

NOTICE INVITING TENDER

ENQ.NO-02/2018-2019/EM Dt-05.05.2018

TENDER DOCUMENT FOR

HVAC CONSULTANTS FOR

KALAKSHETRA FOUNDATION

THIRUVANMIYUR

CHENNAI – 600041

PH- 044 – 24524057 / 0836

E-Mail: tender@kalakshetra.in

Website: www.kalakshetra.in



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Kalakshetra Foundation is an Autonomous Body under the Ministry of Culture, Govt. of India. The Foundation invites sealed tenders in two-bid system from reputed, experienced HVAC consultants to provide consultancy services for making functional of existing HVAC system with Air cooled Chiller Plant at Bharata Kalakshetra Auditorium (Koothambalam) in Kalakshetra Foundation at Chennai.

Renovation work of Bharata Kalakshetra Auditorium (Koothambalam) was undertaken in the year 2010-2012. Part of the renovation work, HVAC equipment was procured. Some of the equipment procured earlier (during 2011) was also installed and some of them are yet to be installed. However, the work could not be completed and has been in the same state as it was in the year 2012 when the work was stopped.

The Foundation has restarted the renovation work of Bharata Kalakshetra Auditorium and has proposed to complete the unfinished HVAC. The Foundation therefore, requires the services of a HVAC Consultant to undertake broadly the following works—

- (i) Assess the already procured equipment – both installed and yet to be installed;
- (ii) Assess the requirement of additional equipment if any required to complete the work; and,
- (iii) Installation, testing and commissioning

Tenderers should have—

(i) Not less than 10 years' experience in HVAC consultancy works; 24provided HVAC consultancy services for at least five major projects of similar work i.e. in the projects related to HVAC installations of auditorium or similar setup using water cooled and/or air cooled chillers and should have adequate experience in designing efficient low side HVAC system for better and effective cooling. Experience of handling atleast two projects in Government Organization during last 5(five) years is preferable.

Tender documents, scope of work and other necessary documents shall be available on our web site: www.kalakshetra.in → Tenders

Tenders must be submitted in two parts, Part-I (Technical Bid) and Part-II (Financial Bid) as per the format provided in the tender document along with the supporting documents.



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The sealed tenders along with proof of experience certificate, GST No., PAN No., Registration No. should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41, on or before 28/05/2018 up to 1.00 p.m. by post or by hand delivery and the same will be opened on the same day at 3.00 pm in the presence of the tenderer or his/ her representatives if they chose to attend. Tenders received beyond the date and time prescribed for any reason whatsoever will not be accepted under any circumstances and will stand rejected forthwith.

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

1.	Name of the work	Providing Consultancy Services for making functional the existing HVAC system with Air cooled Chiller Plant at Kalakshetra Foundation.
2.	Tender documents	The tender documents are to be downloaded from the Foundation's website at www.kalakshetra.in → Tenders / e-procurement website from 05.05.2018, 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 25.05.2018, 5 PM.
3.	Pre-bid meeting if required	15.5.2018 at 3.00 PM at Admin. office
4.	Last date and time for receipt of completed Tenders	28.05.2018 up to 01.00PM
5.	Date and Time of Opening	28.05.2018 at 03.00PM
6.	Amount of Earnest Money Deposit (EMD)	Rs.10,000-00 (Rupees ten thousand only)

Decision of Kalakshetra Foundation regarding the selection of eligible HVAC consultant agencies for opening the Financial Bid (Part-II) shall be final and binding on all the tenderers. Kalakshetra Foundation reserves the right to accept or reject any or all tenders in full or in part or split the work among more than one tenderer without assigning any reason whatsoever.

This issues with the approval of the competent authority

For KALAKSHETRA FOUNDATION



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INSTRUCTIONS FOR FILLING THE TENDER:

1. The sealed envelope must be superscribed "Consultancy services for making functional of existing HVAC system with Air cooled Chiller Plant at Kalakshetra Foundation." with tender inquiry number and its due date.
2. 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.
3. 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.
4. 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.
5. 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.
6. Quotations 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.
7. 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.
8. 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.
9. The tenderers shall fill up the "Technical Bid (Part I)" in prescribed format and submit the same duly signed on all pages and sealed as a token of their acceptance.



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10. The tenderers shall fill up the "Offer Form (Financial Bid)" in prescribed format and submit the same duly signed and sealed as a token of their acceptance.
11. Tender should be submitted in sealed cover along with the Earnest Money of INR 10,000/- (Rupees Ten 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. The Earnest Money deposits in respect of such tenders which are not accepted will be returned to the tenderers within 30 working days from the date of selection of a suitable HVAC consultant agency. 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 order 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.
12. Incomplete tenders i.e. "TECHNICAL BID" without all the supporting documents, "EARNEST MONEY DEPOSIT" and "OFFER FORM (FINANCIAL BID)" duly filled in, signed and stamped with official seal in all the pages will be rejected straightway without any reference to the tenderers.
13. Conditional tenders shall not be accepted.
14. Tenders submitted via electronic transmission or through e-mail shall not be accepted.
15. Overwriting in the Financial Bid is not permitted and shall be rejected straightway without any further reference.
16. Tender must be submitted in two separate sealed envelopes marked Part-I (Technical & Bid) and Part-II (Price Bid) superscribing Providing Consultancy Services for making functional of existing HVAC system with Air cooled Chiller Plant at Bharata Kalakshetra Auditorium (Koothambalam) in Kalakshetra Foundation at Chennai. Both these envelopes are to be put in a bigger envelope which should also be sealed and duly superscribed. The contents of Part - I and Part-II will be as follows:



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PART-I:

This sealed cover shall contain:

- i. Duly filled Technical Bid Form
- ii. Statement of similar works executed during the last 5 years along with copy of work orders and completion certificates.
- iii. Copy of valid trade license
- iv. Copy of GST certificate & PAN.NO
- v. Copies of Chartered Accountant's audited & certified Income tax returns for last three financial years
- vi. Address proof of the firm.
- vii. Duly signed under seal "Scope of Work" as a token of having read, understood and accepted the same along with details(as requested)
- viii. Duly signed under seal "Terms & Conditions" as a token of having read, understood and accepted the same.
- ix. EMD for Rs.10,000/- 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.
- x. Covering letter as per Annexure-1

In case the tenderer fails to submit any of the documents as stated above or found unsuitable to execute the tendered job after evaluation of the Technical Bid Document (Part-I), the sealed cover containing 'Part-II' of their tender shall not be considered for opening and shall be rejected straight away without any further reference.

PART-II:

This sealed cover shall contain:

"Offer Form (Financial Bid)" as per prescribed format duly filled in all the columns and signed & stamped by the tenderers.

The sealed covers containing 'Part I' (Technical Bid) shall be opened at first instance and evaluated by the Kalakshetra Foundation for selection of the technically acceptable offers. At the second stage the sealed covers containing 'Part II' (Offer form (Financial Bid)) of the technically



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acceptable offers only, shall be opened for further evaluation before awarding the contract. The decision of the Kalakshetra Foundation in respect of evaluation of the tenders shall be final and binding on the tenderers.

17. 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.

18. Pre bid meeting if required shall be held in the Kalakshetra Foundation, Thiruvanmiyur, Chennai-600041 at 3.00 pm on-15-05-2018.

19. The bids shall be valid for a period of 180 days from the date of opening of the tender.

20. Tender is not transferable. One tenderer shall submit only one tender.

21. 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.

22. 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.

EVALUATION CRITERIA

Providing Consultancy services for making functional of existing HVAC system with Air cooled Chiller Plant to Bharata Kalakshetra Auditorium (Koothambalam) in Kalakshetra Foundation at Chennai.

The basic criteria to be fulfilled by the applicant for pre-qualification are as under:

- i) Should have successfully provided consultancy services for at least five major projects during last 5 years cost of each work is not less than Rs.1 crore per project. Out of major projects handled two should be preferably in Government organisation. The firm should be an established one in HVAC consultancy for not less than 10 years.
- ii) Should have adequate organizational structure with qualified personnel and staff along with associates, if any, to take up and execute work of such nature and magnitude.
- iii) The Annual Turnover of the firm should not be less than Rs.50 Lakh per annum during the last three financial years (copy of the audited reports should be enclosed)



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- iv) Tenderer should have a valid Income Tax Clearance certificate for the last three consecutive financial years; 2014-15 and 2015-16, 2016-17
- v) Supporting documents like copies of work orders and completion certificate/work in progress certificate must be enclosed along with the Technical Bid (Part-I).

Required Documents

1. Consultant / Firm should possess a valid trade license and copy of it should be enclosed along with the technical bid.
2. Participant must possess a GST registration certificate and Income Tax Returns with Audit Report from Chartered Accountant. Attested copies of all the mentioned certificates should be enclosed along with the technical bid.
3. Tenderers are advised to carefully go through all the tender documents and may submit competitive bids strictly in the manner stipulated in the tender to reach the office of Kalakshetra Foundation, Thiruvanmiyur, Chennai-600041 by 1.00 pm on 28-05-2018.
4. Technical-Bids (Part-I) shall be opened at 3.00 pm on 28-05-2018 in the presence of the prospective bidders who may wish to be present. Financial Bids (Part-II) of shortlisted / eligible HVAC consultancy agencies shall be opened later after scrutiny of technical bids and clarifications, if sought, the date and time of which shall be informed to the tenderers in due course.
5. Tenderers are advised to conduct site survey for the assessment of nature and quantum of work.
6. Kalakshetra Foundation reserves the right to reject or cancel any or all tenders or split the work among more than one bidder without assigning any reason whatsoever.

SCOPE OF WORK

- a) To examine the existing HVAC system with Air cooled Chiller Plant (Partly installed) and its power supply system and suggest necessary measures to make the system functional.
- b) Preparing cost estimates for making the system operational taking into account the available machinery/equipment.



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- c) Preparation of layout drawings of equipment in appropriate locations in modification to the existing system as per requirement.
- d) To check the capacity of the available electrical panel boards, feeder capacity, cable sizes power distribution etc.
- e) To provide specifications with list of competent manufactures for all the additional equipment required.
- f) Preparation of Tender documents for supply of additional equipment wherever required, Installation, Testing & Commissioning comprising of general terms and conditions of work contract and drawings as per latest specification and standards, schedule of quantities and detailed estimate of cost. All individual cost shall be supported with analysis of rates along with price list of minimum three reputed Manufacturers/Vendors.
- g) Detailed tender documents should be drawn for various disciplines complete with Articles of Agreement, special conditions, conditions of contracts, specifications, drawings, schedule of quantities, time and progress chart and any other materials necessary for completing the tender documents and getting them approved by Kalakshetra Foundation.
- h) Preparing prequalification documents to select list of contractors with the approval of Kalakshetra Foundation inviting the tenders for various works, preparing comparative statements and submitting assessment reports and recommendations, thereon assist the Kalakshetra Foundation to conduct negotiations if required with tenderer, preparing contract documents and getting them executed by the concerned contractors.
- i) Designing the system to provide protection against fire and smoke adhering to fire standards.
- j) Technical evaluation of the tenders and submission of techno-commercial recommendations.
- k) Preparation of Contract documents/ Agreement Papers as per tender specification/ documents with all terms and conditions in consultation with officials of Kalakshetra Foundation.
- l) The consultant should submit a Programme Chart required for the completion of all the works in the project well in time i.e. preparation of budgetary estimates and sketch scheme design, detailed estimates and drawing, working drawing, prequalification of contractors, inviting tenders, finalization of tenders, proposed time frame allotted/required for each activity of the project.
- m) Visit the site as and when necessary during the design stage.
- n) Assuming full responsibility of correctness of designs for all services and installations.



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- o) Assuming full responsibility for the supervision, proper and timely execution of the said works by all the contractors and sub-contractors, specialists, consultant, technical adviser etc. that may be engaged from time to time.
- p) Checking, verifying and certifying the shop drawings submitted by the contractor.
- q) Checking the measurement of the work at site, checking contractor's bills, issuing periodical certificates for payment of and passing and certifying account, so as to enable Kalakshetra Foundation to satisfy themselves and make payments to the contractors. Consultant shall assume full responsibility for the correctness of measurement and correctness of payment certified by them.
- r) Any other services connected with the said work usually and normally rendered by consultants and not referred to in any of the items above.
- s) Project work supervision and Bill Certification as per mutually agreed periodicity depending on the type of project/work. Inspection of site during installation of the equipment, verification and certification of all test readings, air and water balancing report etc., and approval of work carried out by the supplier/contractor and scrutinizing, verification and recommending payment of their bill.
- t) Certifying and verification of as-built drawings submitted by the tenderer.
- u) Submission of Final Acceptance certification as per specifications and standards.
- v) Project handing over after verification of all documents and drawings as per actual work completed along with conduction of summer test and winter test.
- w) Visit site by prior intimation to the Kalakshetra Foundation and to issue necessary modifications to the drawings and other clarifications as and when required by the contractor.
- x) The selected consultant must engage a team of experienced design professionals of sufficient experience and in-depth knowledge to provide the required services.
- y) In selecting the consultant, Kalakshetra foundation will assess the experience of the consultant and assigned personnel of the consultant in the projects of similar magnitude and complexity as the proposed project.
- z) Engagement of consulting firm shall be on the basis of open tender through this Expression of Interest.
- aa) Others:
 - a) The cost to be incurred by the prospective participants to prepare the proposals and for negotiating the contract, including any visits will not be reimbursed.



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- b) Information relating to examination / scrutiny of NIT proposals and recommendations shall not be disclosed.
- c) During examination of the proposals, Kalakshetra Foundation may, at its discretion, ask the participants for clarifications on their proposal. The participants are required to respond within the time frame prescribed by Kalakshetra Foundation.
- d) At any time prior to deadline for submission of proposal, Kalakshetra Foundation may for any reason, modify the tender document. The prospective participants having received the NIT shall be notified of the amendments through website or email and such amendments shall be binding on them.
- e) Participants will not claim any rights or whatsoever on the solution / suggestion/ advice provided by them and may be accepted partially or fully by Kalakshetra Foundation in subsequent stages.
- f) It will be the responsibility of consulting firm to arrange all the personnel, materials and test equipment required for the above work.
- g) The consulting agency shall collect all requisite data / information etc, during office hours related to consultancy, from the site.
- h) No data / information / drawing etc. will be sent by post / courier etc. by Kalakshetra Foundation and hence arrangement for collection of all required data, drawings information etc. shall be collected by the representative of the consulting agency from Kalakshetra Foundation officials.
- i) The consulting agency shall abide by all the security norms of the Kalakshetra Foundation and shall ensure the character and antecedent of the persons deployed. The consulting firm must be in a position to produce such documents whenever asked to do so. Required details will have to be furnished as per prescribed format when called for.
- j) Representatives of the consulting agency may visit the site on any working day with prior appointment for discussion before submitting their quotations.
- k) The consulting agency who is participating as consultant shall not be allowed to participate in tenders pertaining to the execution of the contracting work.
- l) The consulting agency shall submit a timeline along with the tender giving clear indication of time required in weeks for various stages of the consultancy services. Kalakshetra Foundation reserves the right to accept or revise the timeline for each stage of work and that shall be binding on the consulting agency.



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GENERAL TERMS AND CONDITIONS

Providing Consultancy services for making functional of existing HVAC system with Air cooled Chiller Plant at Bharata Kalakshetra Auditorium (Koothambalam) in Kalakshetra Foundation at Chennai.

Tenderers are required to submit Technical Bid in Part-I envelope showing their experience and the list of major projects completed in last five years. They are required to fill up the form as per the given format.

1. The successful tenderer shall submit within 7 (seven) days from the date of award of consultancy work the duplicate copy of the award letter duly signed with official stamp on all the pages as a token of acceptance of the order.

2. Earnest Money Deposit (EMD): EMD of Rs.10,000/- (Rupees ten thousand only) is a must and should be submitted along with the tender/bid. 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. In respect of the successful bidder, this EMD will be returned on completion of work. EMD submitted by other bidders will be returned within 30 days after the award of contract.

3. Eligibility:

Tenderer should have successfully provided consultancy services for at least five major projects out of which two works in Government organisation during last five years and established in HVAC consultancy for not less than 10 years. Agency should have adequate organizational structure with qualified personnel and staff along with associates, if any, to take-up and execute work of such nature and magnitude.

4. Price:

The rate quoted should be percentage of actual expenditure likely to be incurred towards procurement, installation, testing and successful commissioning of HVAC system / equipment. For equipment that was already procured and available at site, the rate will be on the actual expenditure for testing, installation and commissioning as the case may be.



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5. Time of Completion:

Time is the essence of the consultancy services. Consultant must supply the initial designs, schematic drawings and necessary tender documents with detailed BOQ within 30 days from award of consultancy services. Time frame for completion of other stages of the work will be intimated by Kalakshetra Foundation and is binding on the consultant.

5. Inspection:

The successful tenderer shall inspect and certify all the materials / equipment / system supplied by the agency and adhering to the ASHRE standards.

6. General Terms of payment.

The mode of payment of consultancy fee shall be as follows:

- i) 10% (ten percent) of the approved consultancy fee based on the estimated cost of the project after finalizing the schematic design & drawings of HVAC system after approval by Kalakshetra Foundation.
- ii) 10% (ten percent) of the approved consultancy fee based on the estimated cost after supplying tender documents and detailed BOQ along with the drawings and cost break-up in details as per BOQ and after approval by Kalakshetra Foundation.
- iii) 15% (fifteen percent) of the approved consultancy fee based on the estimated cost by the successful contractor on acceptance of work order for SITC of the HVAC system after necessary adjustments against previous payments.
- iv) 20% (twenty percent) of the approved consultancy fee based on the RA bill payment released to the contractor after supply of HVAC equipment and submission of shop drawings, technical specifications, and data sheets etc.
- v) 20% (twenty percent) of the approved consultancy fee after complete installation and release of RA bill of the contractor.
- vi) **Balance fee** payable shall be on successful commissioning and testing of the system after final adjustment and recoveries if any, based on actual project cost.
- vii) 2% (Two) Retention amount on the total value of work done will be deducted by KF at the time of passing the bills. The retention amount withheld by Kalakshetra



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Foundation will be returned at the end of defects liability period of one year. No interest will be paid for the retention amount.

- viii) Revision of rates will not be permitted during period of work for any reason including during the extended period.
- ix) 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.
7. **Penalty Clause:-**
In case of non-supply of drawings and for failure to achieve targets for each activity within the stipulated time, and the delay is not attributable to site requirements or decision making on the part of Kalakshetra Foundation, Liquidated Damage (L.D.) @1% of actual professional / consultation fee per week shall be recovered from the bill of the successful tenderer subject to a maximum of 10% of the consultancy fee.
8. The authorities of the Kalakshetra Foundation reserve the right to amend, alter or modify the terms and conditions, scope of work if necessary for the betterment of the system and no additional cost shall be provided by Kalakshetra for making those amendments.
9. The authorities of Kalakshetra Foundation do not bind themselves to accept the lowest tender and reserves the right to accept or reject any or all tenders wholly or partially without assigning any reason whatsoever.
10. The successful consultancy agency shall not transfer wholly or partially the order of consultant services to any other person(s) / firm / company for any reason whatsoever and in which case the order shall automatically stand cancelled.
11. **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.
12. All other conditions given in the tender document under various sections shall stand valid and the successful consultancy agency shall abide by them.



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Special Conditions.

The instructions for submitting the tender are mentioned below:

- a) Tender and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialled by the authorized person signing the tender.
- b) Tender received by e-mail shall be treated as defective, invalid and rejected. Only detailed complete tender, submitted prior to closing time and date shall be taken as valid. Participants are required to submit response for this tender in Physical hard bound (One original hard copy, two photo copies and one soft copy in editable format in a CD) in a sealed envelope super scribed with name of assignment and Name and address of participating firm. The response will be submitted at following address prior to last date and time.
- c) Tender document submitted by the participant should be concise and contain only relevant information as required under this tender.
- d) 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.
- e) Whenever the work is examined by the Chief Technical Examiner of the Central Vigilance Commission and if he brings to notice any defective or substandard work or any irregular / excessive payments the Consultants shall take necessary action to get the defect rectified and or recover the reply to the Chief Technical examiners queries. In case of disputes with contractors or disputes arising out of the said project execution as well as in matter of arbitration pertaining to project, the Consultants shall assist the employer from time to time by drafting replies in consultation with legal advisers and protect interest of the Kalakshetra Foundation.
- f) The Consultants shall not make any deviation, alteration or omission from the approved design without the written consent of the Kalakshetra Foundation. The Consultants shall also not undertake, execute or carry out any variation or extra items of work without the written prior approval of the Kalakshetra Foundation, the Kalakshetra Foundation shall not be liable to pay the contractors for such additions and variations and the Consultants shall also not be entitled as of right to claim fees for such additional or deviated item of works.



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- g) During the progress of work, the Consultant's 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. The Consultants shall immediately report the same to the Kalakshetra Foundation with adequate justification for the same and obtain KALAKSHETRA FOUNDATION 's approval thereto.
- h) The Consultant shall, on the completion of the work, supply to the Kalakshetra Foundation free of cost two copies (both hard & soft – removable disk) of one eighth scale drawings two complete sets of structural drawings and two sets of drawings sufficient to show the main lines of electricity, electrical installation and other essential services and also an inventory of all fittings and fixtures in the building. The Consultants shall if so required by the Kalakshetra Foundation, supply extra copies of all such drawings and the cost of such extra copies shall be reimbursed by the Kalakshetra Foundation to the Consultants.

TERMINATION OF AGREEMENT :-

The agreement herein may be terminated at any time by either party by giving a written notice of two months to the other party. Even after the termination of their employment, the Consultants shall remain liable and be responsible for the certifications / approval of any bills submitted by the contractors at any time, in respect of the work executed before the termination of the Consultants' appointment and consequences thereof on account of any excess/wrong payment, if any, certified/recommended by the Consultants for payments to the contractors.



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

TECHNICAL BID (Part-I)
ENQ.NO-02/2018-2019/EM Dt-05.05.2018

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

Date:

Dear Sir/Madam,

TECHNICAL BID

SUB: Tender for Providing Consultancy services for making functional of existing HVAC system with Air cooled Chiller Plant at Bharata Kalakshetra Auditorium (Koothambalam) in Kalakshetra Foundation at Chennai.

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

1. Our Company profile

i	Name of the agency	:	
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		



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vi	PAN no.		
vii	Trade license no.		
viii	Bankers and their address along with type of Account & Account No		

2. Experience: HVAC works carried out in the last five years.

Sl. No	Name of Client	Brief description Of services	Capacity in TR	Type of chillers	Value of order INR	Duration of work		Supporting documents Enclosed Mention Yes/No	Remarks , if any
						As per work order	Actual duration taken		

3. Years of experience: Provide documents in support with brief description of nature of involvement.

4. Staff employed:

Sl.No	Name	Designation	Qualifications (Academic and technical)	Years of experience	No of projects executed	Specialization /remarks

5. We have enclosed E.M.D. for amount of Rs.10,000/- (Rupees Ten thousand only) in the form of () drawn in favour of **Kalakshetra Foundation**, payable at Chennai & the DD/BG/BC No. is.....date.....,drawn/issued by.....



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6. We confirm that on being successful in the tender we would execute the work of Technical consultancy services for making functional of existing HVAC system with Air cooled Chiller Plant of existing HVAC systems of Kalakshetra Foundation.

7. 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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KALAKSHETRA FOUNDATION

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FINANCIAL BID DOCUMENT (Part-II)

ENQ.NO-02/2018-2019/EM Dt-05.05.2018

The Director
Kalakshetra Foundation
Thiruvanmiyur,
Chennai – 600 041.

Dear Sir/Madam,

SUB: Tender for Providing Consultancy services for making functional of existing HVAC system with Air cooled Chiller Plant at Bharata Kalakshetra Auditorium (Koothambalam) in Kalakshetra Foundation at Chennai.

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).

Sl. No.	Description of the job	Consultancy fee in percentage of the actual project cost
1	Providing Consultancy services for making functional of existing HVAC system with Air cooled Chiller Plant as per the works mentioned in the Scope of Work and as per the terms and conditions of tender.	
Quoted percentage in words:		
Taxes: Please mention the taxes that are required to be added with applicable rates.		

We confirm that on being successful in the tender we would take up and execute the work of Providing Consultancy services for making functional of existing HVAC system with Air cooled Chiller Plant at Bharata Kalakshetra Auditorium (Koothambalam) in Kalakshetra Foundation at Chennai.

We confirm that we will 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 with seal



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

Covering Letter

(To be submitted in the letterhead of the tenderer)

To

The Director

Kalakshetra Foundation,

Chennai-600041.

Sir,

Ref: _____

1. After examining the tender documents thoroughly, we would like to submit our offer for the Providing Consultancy services for making functional of existing HVAC system with Air cooled Chiller Plant at Bharata Kalakshetra Auditorium (Koothambalam) in Kalakshetra Foundation at Chennai.

2. Before submission of the tender we have examined the tender documents, visited the site, ascertained and understood the scope of work and site conditions.

3. As per your requirement, we are herewith submitting the following documents in two separate envelopes, both enclosed in a single envelope.

Cover-I: Technical Bid (Part 1).

Duly filled Technical Bid Form

- i. Statement of similar work executed during the last 5 years along with completion certificates.
- ii. Copy of valid trade license
- iii. Copy of GST registration & PAN.NO certificate
- iv. Copies of Chartered Accountant audited & certified Income tax returns for last three financial years
- v. Address proof of the firm.
- vi. Duly signed with seal "Scope of Work" as a token of having read, understood and accepted the same along with details (as requested)
- vii. Duly signed copy of "Terms & Conditions" with seal as a token of having read, understood and accepted the same.
- viii. EMD Demand Draft No:_____ dated_ ____for Rs.10,000/- drawn on Kalakshetra Foundation, Payable at Chennai.

Cover II: Financial Bid (Part II)

4. We understand that Kalakshetra Foundation at Chennai is not bound to accept the lowest or any tender that may be received and in turn we will not have any right to raise any claim, whatsoever it may be, due to or arising out of rejection of our tender.

Thanking you.

Yours faithfully,



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

(Authorised Signatory)

Seal of the Tenderer

E-mailID: _____

Telephone number: _____

Kalakshetra Foundation

Thiruvanmiyur,

Chennai - 600041