



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

NOTICE INVITING TENDER

ENQ.NO-05/2018-2019/EM Dt-25.05.2018

**TENDER DOCUMENT FOR
DISPOSAL OF SCRAP ITEMS**

**“AS IS WHERE IS BASIS” IN
KALAKSHETRA FOUNDATION,**

THIRUVANMIYUR

CHENNAI – 600041

PH- 044 – 24524057 / 0836

E-Mail: tender@kalakshetra.in

Website: www.kalakshetra.in



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Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41 an Autonomous Body under the Ministry of Culture, Govt. of India, invites sealed tenders, in the enclosed format from eligible bidders for Disposal of the scrap items “as is where is basis” as per the details and terms & conditions given in the tender document.

The sealed tenders along with proof of registered certificate, GST.No, PAN NO, REGN.NO should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41, on or before **18/06/2018** 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 | Disposal of scrap items “as is where is basis” in Kalakshetra Foundation. (Split Air Conditioner both indoor and outdoor units, window A/C, Stabilizers, along with copper pipe pieces and various cores of wires uneven length. (AC units with Different brands & models)) |
| 2. | NIT No | ENQ.NO-05/2018-2019/EM Dt-25.05.2018 |
| 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 25.05.2018, 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 14.06.2018, 5 PM. |
| 4. | Date of Inspection of Scrap Items | On any working days from 25.05.2018 to 14.06.2018 up to 13 hrs on prior appointment only. Please contact Estate Manager at 044- 24524057/ 0836 |
| 5. | Pre-bid meeting if required | 11.06.2018 at 3 PM (the meeting will be held only if required) |
| 6. | Last date and time for receipt of completed Tenders | 18/06/2018 up to 01.00PM |
| 7. | Date and Time of Opening | 18/06/2018 at 03.00PM |
| 8. | Amount of Earnest Money Deposit (EMD) | Rs.5,000/- (Five thousand) |
| 9. | Period of completion | 5 days (five) |

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 his bid if he/she considers himself eligible and he/she is in possession of all the documents required.
2. The sealed envelope must be superscribed "Disposal of scrap items "as is where is basis" in Kalakshetra Foundation" with tender inquiry number and its due date addressed to The Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41.
3. 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.
4. The price/rate quoted should be indicated in words as well as in figures. If there is a discrepancy between words and figures, the higher amount shall be considered as valid. If the tenderer does not accept the correction of the errors, the bid shall be rejected.
5. 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.
6. Rates should be quoted as shown in format schedule.
7. 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.
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 (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 & 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.
10. The tenderers shall quote their lumpsum rate in the mentioned schedule (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.



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11. Conditional tenders shall not be accepted.
12. Tenders submitted via electronic transmission or through e-mail shall not be accepted.
13. 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.
14. The successful tenderer with highest bid will be awarded. The authorities of Kalakshetra Foundation do not bind themselves to accept mere highest tender and reserves the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.
15. The bids shall be valid for a period of 180 days from the date of opening of the tender.
16. 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.
17. Tender is not transferable. One tenderer shall submit only one tender.
18. 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.
19. 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.
20. 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.
21. Tender document submitted by the participants should be concise and contain only relevant information as required under this tender.
22. 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 clear materials within 10 (ten) 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. Some restrictions may be imposed by the security staff etc., on the working and for movement of labour, materials etc. The tenderer shall be bound to follow all such restrictions/instructions and nothing extra shall be payable on this account.
3. All Taxes and Duties to be paid extra, as applicable, at the time of taking out the materials. Taxes, as applicable at the time of taking delivery of the items shall be at the cost of the tenderer.
4. The sale of scrap materials shall be on 'as is where is basis". (Split Air Conditioner both indoor and outdoor units, window A/C, Stabilizers, along with copper pipe pieces and various cores of wires uneven length. (AC units with Different brands & models))
5. Guarantee, warranty, quality of its worthiness certificates will not be given by Kalakshetra Foundation. The condition of the materials can be inspected physically on any working days from 25.05.2018 to 14.06.2018 up to 13 hrs on prior appointment only. Please contact Estate Manager at 044- 24524057/ 0836 between 09.00AM to 5.00PM.
6. It is the responsibility of the bidder to assess the items properly before quoting. No further claims will be entertained after opening of the bids.
7. The list of items shown is indicative, KF reserves the right to add/delete/modify as found necessary.
8. All labour, tools, Vehicles and equipment for loading & unloading moving out of the items from KF campus shall be at the cost of the successful tenderer. Removal and transportation of materials shall be done only during working hours of KF. No materials will be allowed to go out after 5.00 PM on week days. Similarly, no materials will be allowed to go out on Sundays and Holidays.
9. The personnel employed for the disposal action (job) shall strictly obey the Safety Rules in force while working in KF campus.
10. The bidder will not be permitted to sort out the materials. The entire lot should be cleared as directed by the KF authority.
11. No other material should be removed from the site.
12. KF reserves the right to divide / split the order between more than one qualified bidders.



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13. No animals in KF campus shall be harmed in the process of removal of scrap.
14. The H1 bidder meeting the eligibility shall be awarded the contract. If the H1 bidder fails to execute the contract within the stipulated period, KF may at its discretion award the contract to the next lower bidder at the H1 price.
15. After making full payment only by successful tenderer, the material will be permitted to lift from the KF.
16. General Terms of payment: -
 - a) The rate quoted should be Lumpsum.
 - b) Tender should be submitted in sealed cover along with the Earnest Money of INR 5000/- (Rupees five 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. 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) Bidders cannot withdraw, rescinding their offer, once it is submitted to KF. In case of withdrawal, rescinding their offer EMD stand forfeited.
 - d) No advance/part payments shall be accepted by KF. The successful tenderer with highest bid will be issued a sale order and shall have to make 100% full payment in the form of cash-INR/Demand Draft/RTGS/NEFT for the quantity at the rate plus taxes in advance within 5(five) days from the receipt of Sales order. The amount once paid, will not be refunded or adjusted under any circumstances.
 - e) In case the successful tenderer fails to pay the full amount within 5(five) days of receipt of sale order, his EMD is liable to be forfeited and his bid will be cancelled and the offer will be treated as withdrawn.
 - f) The successful tenderer should take delivery of the items within 5days from the date of Sale Order.
 - g) If successful tenderer fails to remove the materials within the stipulated time of five days, a penalty @ Rs.500/- per day shall be levied. (five hundred) for a maximum of 10 days and thereafter the offer will become invalid and the EMD will be forfeited.



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h) The buyer will arrange to remove the materials sold to him and clear the site within the stipulated period mentioned in delivery period.

i) 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.

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

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

17. **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-05/2018-2019/EM Dt-25.05.2018

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

Date:

Dear Sir/Madam,

SUB: Disposal of scrap items “as is where is basis” in Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41 (Split Air Conditioner both indoor and outdoor units, window A/C, Stabilizers, along with copper pipe pieces and various cores of wires uneven length. (AC units with Different brands & models))

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-05/2018-2019/EM Dt-25.05.2018
(Schedule of Quantities)

The Director
Kalakshetra Foundation
Thiruvanmiyur,
Chennai – 600 041.

Dear Sir/Madam,

SUB:- Disposal of scrap items “as is where is basis” in Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41 (Split Air Conditioner both indoor and outdoor units, window A/C, Stabilizers, along with copper pipe pieces and various cores of wires uneven length. (AC units with Different brands & models))

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 | Lumpsum Rate |
|------|---|---|--------------|
| 1. | Disposal of scrap items “as is where is basis” in Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41 (Split Air Conditioner both indoor and outdoor units, window A/C, Stabilizers, stands, along with copper pipe pieces and various cores of wires uneven length. (AC units with Different brands & models)) | (1-lot) <small>(Split AC outdoor units-1, 1.5 & 2-ton16.No's Voltas, Onida, Carrier / Split AC indoor units -1, 1.5 & 2 ton -14 No's Voltas, Onida, Carrier / Split AC outdoor unit L clamps -3 sets / Split AC indoor units clamps-7No's / Copper pipe lines - uneven lengths -4 / Wire bits - uneven length-15 / Stabilizers -5No's - 4 & 5 kva / Window AC units - 1 & 1.5 - 4No's)</small> | |
| | (Rupees in words - | | |

- Taxes (GST) extra, as applicable at the time of taking delivery of the materials shall be at the cost of buyer.
- We confirm that on being successful in the tender we would take up the work.
- I have understood the terms and conditions given above and in case the bid is accepted, we shall abide by the terms and conditions as referred above without any further cause or reason.

Signature with date and name of the signatory
Name of the agency with seal