



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

NOTICE INVITING TENDER

ENQ. NO. KF-EDP-2018-19-001 Dt-14.06.2018

**TENDER DOCUMENT FOR
DISPOSAL OF COMPUTER & OTHER ACCESSORIES
SCRAP ITEMS**

**“AS IS WHERE IS BASIS” IN
KALAKSHETRA FOUNDATION,
THIRUVANMIYUR
CHENNAI – 600041**

PH- 044 – 24524057 / 0836

E-Mail: edp@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 **09.07.2018** up to **5.00 p.m.** by post or by hand delivery and same will be opened on next day 10.07.2018 at 3.30 pm 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 computer scrap items "as is where is basis" in Kalakshetra Foundation. (CPU, CRT Monitors, LCD Monitors, Mouse, Keyboards, Coin phones, Video Cassette player, DVD player, Dot Matrix Printers, Laserjet Printers, UPS, Stabilizers, Photocopier machine, portable CD systems, Computer speakers etc.,
2.	NIT No	ENQ.NO-KF-EDP-2018-19-001 dt. 14.06.2018
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 14.06.2018, 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 09.07.2018, 5 PM.
4.	Date of Inspection of Scrap Items	On any working days from 14.06.2018 to 09.07.2018 from 11.00 am to 3 pm on prior appointment only. Please contact EDP Programmer S.Chittibabu - 9444466139
5.	Pre-bid meeting if required	15.06.2018 at 3 PM (the meeting will be held only if required)
6.	Last date and time for receipt of completed Tenders	09.07.2018 up to 5.00PM
7.	Date and Time of Opening	10.07.2018 at 03.30PM
8.	Amount of Earnest Money Deposit (EMD)	Rs.5,000-00 (Five thousands only)
9.	Period of completion	10 days (ten)

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.



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This issues with the approval of the competent authority

For KALAKSHETRA FOUNDATION

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 sealed envelope must be superscribed "Disposal of compute 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 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.
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.



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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.

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'.
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 14.06.2018 to 09.07.2018 from 11.00 am to 3.00 pm on prior appointment only. Please contact Edp Programmer S.Chittibabu – 9444466139 – 11.00 AM 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.



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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.
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 should be quoted for each item separately.
 - b) Tender should be submitted in sealed cover along with the Earnest Money of INR 5,000/- (Rupees five thousands 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 10days from the date of Sale Order.
 - g) If successful tenderer fails to remove the materials within the stipulated time, a penalty @ Rs.500/- per day shall be levied. (five hundred)



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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-KF-EDP-2018-19-001 Dt-01.06.2018

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

Date:

Dear Sir/Madam,

SUB: Disposal of computer and other accessories scrap items "as is where is basis" in 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



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Financial Bid CPU Items

S.No.	Item Model No.	Sl.No.	Nos.
	CPU		
1	DX2280M	INI64706XN	1
2	HP Compaq DC 7800P	INA83908WD	1
3	DX2280M	INI64706KQ	1
4	DX2280M	INI64706CP	1
5	DX2280M	INI64706KX	1
6	HP Compaq DC 7800P	INIA83908WR	1
7	hp compaq d280MT	INI52909Y2	1
8	HP Compaq DC 7800P	INI8390WV	1
9	LENOVA CPU	L936059	1
10	HP COMPAQ 8100 ELITE	INA139VPYM	1
11	HP COMPAQ DX2280MT	INI64706TS	1
12	Unbranded		5
13	Lenova	59X09COTT	1
14	Lenova	59x0663JG	1
15	Unbranded		1
16	HP Compaq 8110 Elite	INA140VVJR	1
17	HP Compaq 8110 Elite	INA140VVJH	1
18	HP Compaq 8110 Elite	INA140VVJK	1
19	HP Compaq 8110 Elite	INA140VVJT	1
20	HP Compaq 8110 Elite	INA140VVJF	1
21	HP Compaq 8110 Elite	INA139VPYR	1
22	HP Compaq 8110 Elite	INA140VVJD	1
23	HP Compaq 8110 Elite	INA139VPYP	1
24	Unbranded		1
25	Lenova Think Centre	900757	1
26	HP Proliant 150ML Server	INI53403SI	1
27	HP Proliant 110ML Server	INI52000TX	1
28	HP Compaq d60 MT	INI5909VZ	1
29	HP Pro 3090MT	INA02307RC	1
30	HP Pro 3090MT	INA02307PG	1
31	Lenova	901061	1
32	Lenova	9X06CO7Y	1
32	Lenova	900755	1



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33	HP Compaq 8110 Elite	INA140VVJG	1
34	HP Compaq 8110 Elite	INA140VVJL	1
35	HP Compaq 8110 Elite	INA140VVJX	1
36	HP Compaq 8110 Elite	INI6380LXO	1
37	CPU - Assembled	Unbranded	12
37	CPU FROM BASS	Unbranded	7
	TOTAL		60



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Monitors

S.No,	Item Model No.	Sl.No.	Nos.
	CRT / LCD Monitors		
1	CRT - HP Monitor	HP 7540	7
2	CRT Monitor white - 14"		8
3	CRT -Sony CRT SysnMaster	997DF	1
4	CRT - HP Monitor - BTHS	HP 7540	11
5	CRT Monitor white - 14"-BASS	CRT	3
6	LCD -HP Compaq LE1902X	CNT13780XP	1
7	LCD_HP Compaq LE1902X	CNT137B0HB	1
8	LCD-HP Compaq LE1902X	CNT137B868	1
9	LCD-HP Compaq LE1902X	CNT136B1DT	1
10	LCD-HP Compaq LE1902X	CNT136B0H3	1
11	LCD-HP Compaq LE1902X	CNT136B3WR	1
12	LCD-HP Compaq LE1902X	CNT136B038	1
13	LCD-HP Compaq LE1902X	CNT137B84V	1
14	LCD_HP Compaq LE1902X	CNT137B0XS	1
15	LCD-HP Compaq LE1902X	CNT137B3VY	1
16	LCD - Lenova	VV1326	1
17	LCD - Lenova	V220387	1
18	LCD -Sony HD15	6601024	1
19	LCD -Sony HD15	6601025	1
20	LCD -HP L1706	CNC5333DT	1
21	LCD -HP L1706	CND7210R8D	1
22	LCD -Lenova	v219024	1
23	LCD -HP L1710	LCD	2
	TOTAL		49



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Items other than CPU and Monitor

S.No,	Item Model No.	Sl.No.	Nos.
1	Keyboards - All Brands	KBD	13
2	Keyboards - server room		24
3	Keyboards		4
4	Keyboards - BASS		5
5	Mouse	Mouse	6
6	Mouse - BASS	Mouse	2
7	CPU Stand		11
8	HP 1020 Laserjet Printer	HP 1020	1
9	APC 800 - BB800	21410-BRCN1211	1
10	HP Scanjet 3770	CN46HSS2JQ	1
11	Mercury Speakers		1
12	Bay Stack Switch 48	0016608042AO	1
13	HP Color Printer		1
14	Dot Matrix Printer		1
15	Dot Matrix Printer - BASS		1
16	UPS 500VA		4
17	Stabilizer - small size		1
18	Portable CD System		1
19	Stabilizer - Big Size		1
20	UPS Compact 1 KVA		1
21	Coin Telephone Yellow color		6
22	Inkjet Printer		1
23	DVD Player National VHS		1
24	DMP Printer-LQ DSI5235	Dot Matrix Printer	1
25	HP Laserjet Printer 1005		1
26	Speakers - BASS	Pairs	5
27	BSNL Modem		1
28	Photocopier Machine	Kyocera KM 2035-371134	1
29	Photocopier Machine	Kyocera KM 2035-11027	1
	TOTAL		99