

# कलाक्षेत्र प्रतिष्ठान

## KALAKSHETRA FOUNDATION

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

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### NOTICE INVITING TENDER

**ENQ.NO-21/2018-2019/EM Dt-29.10.2018**

### TENDER DOCUMENT FOR

### SUPPLY OF BAMBOO CANE CHAIRS

### (WEAVING CHAIR WITH ARM)

**AT BHARATA KALAKSHETRA AUDITORIUM OF**

**KALAKSHETRA FOUNDATION,**

**THIRUVANMIYUR**

**CHENNAI – 600041**

**PH- 044 – 24524057 / 0836**

**E-Mail: [tender@kalakshetra.in](mailto:tender@kalakshetra.in)**

**Website: [www.kalakshetra.in](http://www.kalakshetra.in)**

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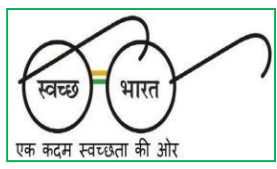
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Kalakshetra Foundation, an Autonomous Body under the Ministry of Culture, Govt. of India, invites sealed Item rate tenders, in the enclosed format (Part -II) from the experienced Suppliers, contractors (CPWD/State PWD/Railway/MES/BSNL/Reputed Central or State PSUs/Autonomous Body/similar govt. agencies undertaking work of similar nature , (Manufactures and Suppliers of Bamboo MAT/ Curtains/chairs) towards "SUPPLY OF BAMBOO CANE CHAIRS (WEAVING CHAIR WITH ARM) AT BHARATA KALAKSHETRA AUDITORIUM" of Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41.

The sealed tender along with proof of registered certificate, GST. No, PAN NO, REGN.NO should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41, on or before **09/11/2018** up to **1.00 p.m.** by post or by hand delivery and same will be opened on the same day **at 4.30 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	"SUPPLY OF BAMBOO CANE CHAIRS (WEAVING CHAIR WITH ARM) AT BHARATA KALAKSHETRA AUDITORIUM OF KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41."
2.	NIT No	ENQ.NO-21/2018-2019/EM Dt-29.10.2018
3.	Tender documents	The tender documents are to be downloaded from the Foundation's website at <a href="http://www.kalakshetra.in">www.kalakshetra.in</a> or <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> from 30.10.2018, 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 08.11.2018, 5 PM.
4.	Pre-bid meeting if required	05.11.2018 at 3 PM (the meeting will be held only if required) Queries if any should be mailed in advance to <a href="mailto:tender@kalakshetra.in">tender@kalakshetra.in</a>
5.	Last date and time for receipt of completed Tenders	09.11.2018 up to 01.00PM
6.	Date and Time of Opening	09.11.2018 at 04.30PM
7.	Amount of Earnest Money Deposit (EMD)	Rs.20,000-00 (twenty thousand only)
8.	Period of completion	35 days (Thirty five)



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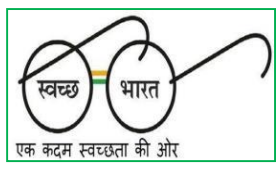
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The Kalakshetra reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. Kalakshetra decision in this regard will be final and binding on all applicants.

This issues with the approval of the competent authority

For KALAKSHETRA FOUNDATION



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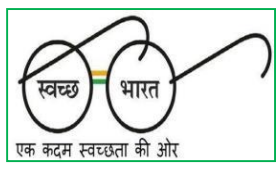
## KALAKSHETRA FOUNDATION

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### GENERAL TERMS & CONDITIONS:-

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 "SUPPLY OF BAMBOO CANE CHAIRS (WEAVING CHAIR WITH ARM) AT BHARATA KALAKSHETRA AUDITORIUM OF KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41." with tender inquiry number and its due date.
3. Sealed tender cover must be dropped in the locked tender box available in Admin Department, Kalakshetra Foundation, Thiruvanmiyur, Chennai, but not before/after than the date and time stipulated in the Tender. Before dropping the tender in the TENDER BOX in the Admin Department, it is to be registered with the authorised official of the Estates Department.
4. 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.
5. The Kalakshetra Foundation is at liberty to make additions / deletions / modifications / amendments in the tender document and the applicants are bound by the same. Reasonable extension of time will, however be given to them to revise their Price Bids in case such additions/deletions/ modifications/amendments are material in nature.
6. 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.
7. Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and total price, the unit price shall prevail and the total price shall be calculated on the basis of unit price and the total price will be corrected by the Kalakshetra. The prices/rates 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 tender does not accept the correction of the errors, the bid shall be rejected.



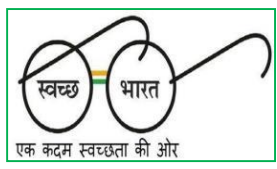
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8. The tender document should be filled in English and all entries should be typewritten or handwritten but there should not be any overwriting or cutting. Corrections, if any, shall be made by neatly crossing out, initialling, dating and rewriting.
9. 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.
10. Rates should be quoted item wise as shown in format schedule and all applicable taxes and duties levied by government should be clearly mentioned by tenderer separately.
11. KF Authority reserves the right not to accept the lowest tender, the right to reject any or all tenders or portion of the tender and award the remaining work to any other contractor without assigning any reason. Conditional tender in any form whatsoever shall be liable to outright rejection. Unsealed tenders shall be summarily rejected.
12. 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.
13. All the documents in support of the eligible for participation in the tender are mentioned in the tender document. The documents have to be self-attested by the authorized signatory with official seal.
14. No part of the contract/supply will be sub-let by the successful tenderer without proper written permission of the KF Authority.
15. Successful bidder is responsible for observing all the relevant labour laws in force during the execution of the contract. The Successful bidder shall be responsible and liable during the execution of the work for the safety of men and material brought to the site. In the event of any accident during the execution of work, any loss shall be borne by the Successful bidder. He/she shall not be entitled to any compensation or claim from the KF for any loss to his articles, dead stock, furniture, fixtures, etc. Successful bidder shall be solely responsible for payment of wages/ salaries and allowances to his personnel that might become applicable under any new act or order of Government of India. KF shall have no liability whatsoever in this regard.
16. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected outrightly.



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17. The bidders will not be entitled to any claim of compensation, financial or otherwise, for difficulties, if any, faced or losses incurred by them on account of submission of the application or on successful shortlisting/final selection.

18. The prices quoted by the bidder shall remain fixed during the entire period of contract i.e. 45days and shall not be subject to variation on any account.

19. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender clearly indicating the name and address of the representative. Only one representative per firm shall be permitted to attend the opening of the tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the bidders or outsiders shall not be allowed to attend the tender opening process.

20. The evaluation and comparison of responsive bids shall be done on the price offered inclusive of GST. as indicated in the (Part-II) of the tender Document.

21. Bidders are advised to visit the place of work for assessing the nature and volume of work realistically before quoting the rates. They may also view the sample at site.

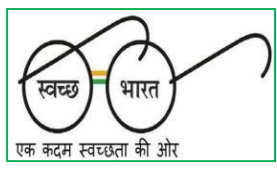
22. The quantity of work may vary either way i.e. it may increase or decrease at the discretion of the KF authority. The Successful bidder will be given notice of such variation. The final payment to the contractor/supplier shall be regulated on the basis of actual work and on the rate (s) approved.

23. The bids shall be valid for a period of 45 days from the date of opening of the tender.

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

25. 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.

26. 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.



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27. The selected bidder shall be required to start the services in accordance with the time schedule specified in the work order issued by KF after acceptance of Tender. Extension will not be given except in exceptional circumstances. In case the services are not started on the stipulated date as indicated in the work order, KF reserves the right to cancel the work order and forfeit the EMD and/or Security Deposit.

28. If it is observed at any stage that the quality of the work is not satisfactory, the contract/work order as a whole may be terminated and EMD and/or Security Deposit forfeited. The Contractor will have no claims what so ever on the KALAKSHETRA FOUNDATION. The decision of the Director of the Foundation in this regard shall be final.

29. Bids received after the deadline for the submission will not be considered. Un-sealed Tenders received are liable to be rejected and this will be on the sole risk of Tenderers. The Tender should be complete in all respects and incomplete Tenders are liable to be rejected.

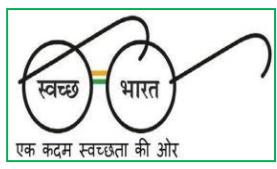
30. Description and Specification should be the same as given in the Enquiry / Tender.

31. Contractor will be fully responsible for any accident or mishaps involving workers engaged by the Contractor and the Contractor would pay claims made by such persons. The Contractor shall indemnify the KALAKSHETRA FOUNDATION from any claims arising out of accidents, disabilities of any nature or death or arising out of provisions under law, or any other nature in respect of all workers engaged by the Contractor. The contractor will fully indemnify KALAKSHETRA FOUNDATION against all claims in this regard. In the event of any claim being made by any such, person on the Foundation, the Foundation shall be entitled to withhold the payments due to the Contractor, to the extent of such claim made by the person(s).

32. It will be the sole responsibility of the contractor to abide by the provisions of the following acts as to the workers engaged by him for performance of this contract:

- (i) Employment of Children Act
- (ii) Workmen compensation Act
- (iii) Contract Labour (Regulation & Abolition) Act 1970
- (iv) Minimum Wages Act
- (v) Employee Provident Fund Act
- (vi) ESI Act
- (vii) Any other act or legislation as may be applicable and in force from time to time relating to any person engaged under this contract or the services being rendered hereunder.

33. The KALAKSHETRA FOUNDATION through its officers, reserves the right to alter the nature of services/ works by adding to or omitting any items of work or of having portions of the



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same carried out in the Foundation by others and such alterations and variations shall not violate this contract.

34. In the event of the contractor failing to execute the work under contract in whole or in part an alternative arrangement will be made by the KALAKSHETRA FOUNDATION totally at the cost & risk of contractor besides recovering any compensation or fine /penalty.

35. KALAKSHETRA FOUNDATION shall have the right to engage any other contractor for any work considered necessary by floating a separate tender during the subsistence of the contract.

36. The prospective bidders are required to keep a watch on Kalakshetra website for any amendment to the tender document or to clarify to the queries raised by the bidders till 05 (five) days prior to the opening of the tender. Kalakshetra reserves the right to reject the bids if the bids are submitted without taking into account these amendments/clarifications. In order to allow prospective bidders reasonable time to take the amendment into account in preparing their bids, Kalakshetra, at its discretion, may extend the deadline for the submission of bids.

37. The term "Tenderer / Bidder / Service Provider / Contractor" mentioned in the Tender document shall mean the Company/Firm/Proprietor submitting the Tender.

38. The contractor shall be liable to pay compensation for any loss & damage caused to the property of the KALAKSHETRA FOUNDATION or its Staff Members/Students/Visitors by the contractor or his personnel.

39. The bidder shall make his own arrangement for cartage and storage of material from the store to site and the ward of the equipment and installations would be liability of the bidder till the completion and handing over to the KF.

40. The work to be carried out in a proper manner and any bad workman ship found the same is to be rectified by the bidder at his own cost.

41. Tenders received without valid EMD will be automatically rejected.

42. Earnest Money Deposit (EMD): EMD of Rs.20,000-00 (Rupees twenty 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 /BG/Banker's cheque 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 along with final bill. EMD submitted by other bidders will be returned within 30 days after the award of contract.





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43. The earnest money will be forfeited if (i) the Tenderer withdraws their Tender during the period of Tender validity (ii) In the event of the Contractor not fulfilling the conditions of the contract.

44. Payment terms and conditions: -

### Quantity distribution among the vendors

Considering the urgent delivery requirements, the purchaser (KF) reserves the right to split quantity between the suppliers in the following 70: 30: 20: ratio

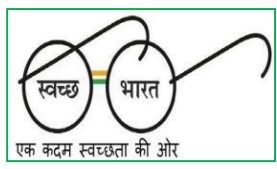
Total quantity of **arms cane chair** : 540

L1 Vendor	50%	(270 nos.)
L2 Vendor	30%	(162 nos.) And
L3 vendor	20%	(108 nos.)

- No advance payments shall be released. Payments will be made either by cheque or RTGS/NEFT.
- For the material supplied each week, 95% of the amount due will be made on running account bill within 2 working days.
- On successful completion total supply of materials, 98% of agreed amount will be released and the balance 2% retention amount will be released after three months.
- No amount will be paid on the materials rejected at site

### Delivery Schedule:

- The entire quantity has to be supplied within the scheduled delivery period
  - 25% of the ordered quantity has to be supplied each week and
  - The entire ordered quantity has to be supplied with 35 days (5 weeks) from the data of placing the Purchase Order.
- 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 three months. No interest will be paid for the retention amount.
  - Taxes whichever is applicable at the prevailing rates 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 quoted include all such charges and no claim for the same will be entertained.



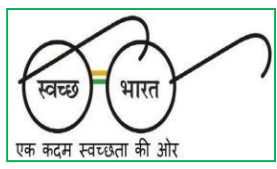
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- g) Revision of rates will not be permitted during period of supply for any reason including during the extended period.
- h) Deduction of any liability/damages incurred on behalf of the Service Provider/Contractor in the discharge of his/their obligations under this Tender.
- i) This EMD will not bear any interest of whatsoever.
45. Period of work completion: All works shall be completed within 35(thirty five) days from the date of issue of order. All the aspects of safe delivery shall be the exclusive responsibility of the contractor.
46. Liquidated Damages: - Time is the essence of the contract. If the contractor fails to deliver any or all of the goods or fails to perform the service within the time as incorporated in the tender/ order, the Purchaser shall at its discretion, without prejudice to other right and remedies available to the Purchaser under the tender, deduct from the quoted price, as liquidated damages, a sum equivalent to 0.5% per week of the quoted value of work for a maximum period of ten weeks.
47. 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.
48. The Bidder / Contracting firms should have completed similar work in their name and necessary credentials like the copy of the work order, completion certificate along with the scope of work and photos etc for the same to be provided along with the tender.
49. 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.
50. 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.
51. The contractor shall also arrange for proper storage of the accessories at site and will be responsible for their watch ward.
52. 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.



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53. 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.

54. 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- 20/2018-2019/EM Dt-29.10.2018

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

Date:

Dear Sir/Madam,

SUB: Tender for - “SUPPLY OF BAMBOO CANE CHAIRS (WEAVING CHAIR WITH ARM) AT BHARATA KALAKSHETRA AUDITORIUM of Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41.”

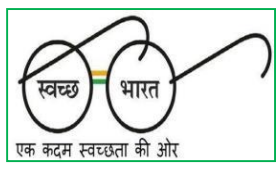
With reference to your tender enquiry cited above, we are pleased to enclose the Part-I for your kind consideration (as per prescribed format).

### Our Company profile

i	Name of the agency/Contractor	:	
ii	Mailing address of the agency with PIN Code	:	
iii	Status of the Agency: Proprietor / Partnership / Regd. Company / Co-op. Society	:	
iv	Contact details	:	
	Telephone numbers(s)	:	
	Fax number(s)	:	
	E-mail address	:	
	Website	:	
v	GST registration No	:	
vi	PAN no.	:	
vii	Trade license no.(optional)	:	
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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(Part-II) (Price bid)

ENQ.NO-20/2018-2019/EM Dt-29.10.2018

(Schedule of Quantities)


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

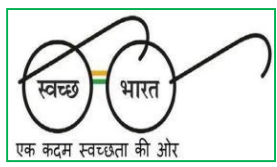
Date:

Dear Sir/Madam,

SUB: Tender for - "SUPPLY OF BAMBOO CANE CHAIRS (WEAVING CHAIR WITH ARM) AT BHARATA KALAKSHETRA AUDITORIUM of Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41."

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

S.No	Description of Item	Qty	Unit	Rate per each	Amount
1	 <p>Supplying Cane Chairs made of Good quality Assam Cane of thickness 1" to 1.25" and weaving 0.5" to 0.75" including finishing with good quality of varnish of approved shade all complete as per directions of the Kalakshetra Foundation. Images only for reference and not to scale.</p>	540	No's		



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<b>WEAVING CHAIR WITH ARM</b> a) Height - 17" b) Length - 17" c) Breadth - 17" d) Seat to back - 21".				
	Sub total			
	Add GST@			
	Grand total			
(In words rupees)				

- 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



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