



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

NOTICE INVITING TENDER

F.No. A-78/02/2018/KF- Dated- 22.10.2018

Tender Document for the work of

Providing plywood top for the catwalk area at Rukmini

Arangam in Kalakshetra Foundation

Thiruvanmiyur,

Chennai 600 041

PH- 044 – 24524057 / 0836

E-Mail: works@kalakshetra.in

Website: www.kalakshetra.in



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Kalakshetra Foundation, an Autonomous Body under the Ministry of Culture, Govt. of India, invites sealed tenders, in the enclosed format (Part – I) and (Part – II) from the registered contractors (CPWD/State PWD/Railways/MES/BSNL/Reputed Central or State Public Sector Units/Autonomous Body/similar reputed agencies undertaking construction work of similar nature) for the work of **“Providing plywood top for the catwalk at Rukmini arangam in Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41.”**

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 **12.11.2018 up to 5.00 p.m.** by post or by hand delivery and same will be opened on the next day **13.11.2018 at 3.00 p.m.** 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 Engineer officer on any working day during the office hours and can be contacted at 044- 24524057/ 0836.

1.	Name of the work	Providing plywood top for the catwalk at Rukmini arangam in Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41
2.	Notice Inviting Tender No	F.No.A-78/02/2018/KF Dated-22.10.2018
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 22.10.2018, 4.00 p.m. 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 10.00 a.m. to 5.00 p.m. till 12.11.2018 - 5.00 p.m.
4.	Pre-bid meeting if required	31.10.2018 at 3.00 p.m. (the meeting will be held only if required)- otherwise Queries any will be addressed through official e mail id.
5.	Last date and time for receipt of completed Tenders	12.11.2018 up to 5.00 p.m.
6.	Date and Time of Opening	13.11.2018 at 3.00 p.m.
7.	Estimated cost put to bid	Rs. 32,332.00
8.	Amount of Earnest Money Deposit (EMD)	Rs. 650/- (Rupees Six hundred and fifty only)
9.	Period of completion	10 Days

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



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INSTRUCTIONS TO THE TENDER:

1. The intending bidder must read the terms and conditions carefully. He/she should only submit has bid if he/she considers himself eligible and he/she is in possession of all the documents required.
2. The intending bidder must have registered in the appropriate class in CPWD/State PWD / Railway /MES/BSNL/Reputed Central or State PSUs/Autonomous Body/similar reputed agencies undertaking construction work of similar in nature.
3. The sealed envelope must be super scribed "**Providing plywood top for the catwalk at Rukmini arangam in Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41.**" with tender inquiry number and its due date.
4. The tender document should be filled in English and all entries should be typewritten or handwritten but there should not be any overwriting or cutting. Corrections, if any, shall be made by neatly crossing out, initialling, dating and rewriting.
5. The price/rate quoted should be indicated in words as well as in figures. If there is a discrepancy between words and figures, the lesser amount shall be considered as valid. If the tenderer does not accept the correction of the errors, the bid shall be rejected.
6. All pages provided in the tender document shall be numbered and submitted as a package along with forwarding letter on agency's/firm's letter head with signed and sealed before their submission.
7. Rates should be quoted as shown in format schedule and all applicable taxes and duties levied by government should be clearly mentioned by tenderer separately.
8. Tenders qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly.
9. The instructions given herein will be strictly binding on the tenderers and deviation, if any, not acceptable to the Kalakshetra Foundation, will make the tender or tenders liable to be considered invalid. Tender(s) incorporating additional conditions by the tenderer(s) are liable for rejection.
10. At any time, prior to the date of submission of bids, Kalakshetra Foundation for any reason, whether at its own initiative or in response to clarification(s) sought by prospective bidders, may issue clarifications by amending the bid documents. All such amendments shall be notified and intimated by e-mail to all the tenderers. All such amendments have to be considered as mandatory constituent part of the tender document.
11. The tenderers shall fill up the **(Part I)** in prescribed format and submit the same duly signed on all pages and sealed as a token of their acceptance. Incomplete tenders i.e. "**Part-I**" without all the supporting documents, EMD and duly filled in, copy of valid trade license, Copy of GST registration & 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.



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12. The tenderers shall quote their rate in percentage above or below the cost mentioned in the schedule of quantities (Financial Bid) – Part -II and submit the same duly signed and sealed. Overwriting in the Financial Bid is not permitted and shall be rejected straightway without any further reference.
13. Conditional tenders shall not be accepted.
14. Tenders submitted via electronic transmission or through e-mail shall not be accepted.
15. In case the last date of receipt/opening of tender is declared as a holiday, the tenders shall be opened on the next full working day.
16. The authorities of Kalakshetra Foundation do not bind themselves to accept mere lowest tender and reserves the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.
17. The bids shall be valid for a period of 60 days from the date of opening of the tender.
18. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
19. Tender is not transferable. One tenderer shall submit only one tender.
20. Tenderer signing the tender must clearly, specify whether he/she is signing as Sole Proprietor, Authorized person, Partner, under Power of Attorney or as Director/ Manager/Secretary etc., as the case may be.
21. In case the tenderer fails to submit any of the required documents as per tender document or found unsuitable to execute the tendered job shall not be considered and shall be rejected straight away without any further reference.
22. The successful contractor shall not transfer wholly or partially the order of work to any other person(s) / firm / company for any reason whatsoever and in which case the order shall automatically stand cancelled.
23. Tender document submitted by the participants should be concise and contain only relevant information as required under this tender.
24. The participant would be responsible for all of its expenses, costs and risks incurred towards preparation of the tender document, attending any pre-bid meeting and visiting the site or any other location in connection therewith. Kalakshetra Foundation shall, in no case, be responsible or liable for any such costs whatsoever, regardless of the outcome of the tender process.
25. Specifications to be followed for execution of work for the Work: CPWD specifications 2009 Vol. I to II with up to date correction slips.



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GENERAL TERMS AND CONDITIONS

1. The successful tenderer shall commence the work within 2 (Two) working days from the date of award of work. The duplicate copy of the award letter duly signed with official stamp on all the pages to be submitted as a token of acceptance of the order.
2. The contractor shall also arrange for proper storage of the accessories at site and will be responsible for their watch and ward.
3. The site of work shall always be kept neat and clean and all building rubbish shall be periodically removed from the premises to avoid nuisance to occupants.
4. All precautions not to damage the Kalakshetra Foundation properties shall be taken by the contractor. If any damage is caused to any structure, building, trees etc. the same shall be made good by the contractor at his cost to the satisfaction of Kalakshetra Foundation authority concerned.
5. No payment will be made to the contractor for damage caused by rains during the execution of the works and no claim on this account will be entertained.
6. The work shall be carried out using metric dimensions only and shall be measured and paid in metric dimensions. F P S units, if any, mentioned in drawings etc. are for guidance only.
7. Wherever any reference to any Indian Standard Specification occurs in the documents relating to this contract the same shall be inclusive of all amendments issued there to or revision thereof if any, up to the date of receipt of tenders.
8. Unless otherwise specified in the schedule of quantities the rates for the various items are for all heights and locations.
9. Unless otherwise specified in the schedule of quantities the rate for the items of the work shall be considered, as inclusive of pumping out or bailing out water, if required, for which no extra payments will be made. This will include water encountered from any source, such as rains, floods, sub-soil water table being high or due to any other cause whatsoever.
10. The tenderer shall study the item description, the relevant drawings and satisfy him the item of work to be carried.
11. If a tenderer quotes nil rates / zero cost or Not quoted any item in item rate tender it will be presumed that the item of work will be done at zero cost by the bidder.
12. The contractor shall produce the copy of the current validity of the BIS certification of the agency from whom materials was procured by the contractor. BIS marked materials shall also be got tested. The materials and the quantity for which tests to be conducted shall be decided by the KF authority.
13. The contractor shall take instructions from the Kalakshetra Foundation authority for stacking of materials in any place. No excavated earth or building material shall be stacked on areas where other buildings, roads, services compound walls are to be constructed.



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14. Some restrictions may be imposed by the security staff etc., on the working, staying in the labour shed in the campus and for movement of labour, materials etc. The contractor shall be bound to follow all such restrictions/instructions and nothing extra shall be payable on this account.
15. The contractor shall take all precautions to avoid all accidents by exhibiting necessary caution boards and by providing red flags, red lights and barriers. The contractor shall be responsible for any accident at the site of work and consequences thereof.
16. It shall be deemed that the contractor shall satisfied himself as to the nature and location of the work, transport facilities, availability of land for setting up of camp etc. The department will bear no responsibility for lack of such knowledge and the consequences thereof.
17. Water Supply: The Contractor has to make his own arrangements for water required for the work at work sites. If the supply is arranged by the Kalakshetra Foundation, 1% of the value of the work done will be recovered from final bill.
18. Electrical Power: The Contractors will have to make their own arrangements for drawing electric power from the nearest power line after obtaining permission from the TNEB at his own cost. If the supply is arranged by the KF, necessary Tariff rates shall have to be paid based on the actual consumption.
19. General Terms of payment: -
 - a) The rate quoted should be percentage.
 - b) Tender should be submitted in sealed cover along with the Earnest Money of Rs. 650/- (Rupees Six hundred and fifty 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/ Nationalized 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 refunded within 5 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 forth with after cancellation of the concerned order.
 - c) No advance/part payments shall be released. First and final payment will be made to the successful contractor after certification from Engineer officer based on the measurement of works done and Final payment will be paid at the end of successful completion of work on submission of final bill of quantities (BOQ) along with detailed measurements certified by the engineer in charge. Payments will be made either by cheque or RTGS/NEFT within 10 (Ten) working days only after the satisfactory completion of work.
 - d) 5% (Five percentage) 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 six months. No interest will be paid for the retention amount.



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e) Income Tax, GST whichever is applicable at the prevailing rates as applicable from time to time shall be deducted as per extant rules. Quoted rates shall be inclusive of applicable GST. Failing which it shall be presumed that the prices include all such charges and no claim for the same will be entertained.

f) Revision of rates will not be permitted for any reason during the original execution period. During the extended period if there is any excess expenditure, it has to be borne by the contractor but if any reduction the benefit will be passed on the Client / Kalakshetra Foundation.

g) In the event of failure of work action will be taken to rescind the work and the work will be get through other agencies at contractor's risk and cost.

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

i) During the progress of work, the Contractor/representative shall remain in touch with the Kalakshetra Foundation authorities and ascertain from them whether any excess over sanctioned cost is anticipated and/or has already occurred.

20. Time of Completion: - Time is the essence of the contract. If contractor fails to complete the work within stipulated period, Liquidated Damage (L.D.) @ 2% of actual contract amount per day shall be recovered from the bill of the successful tenderer subject to a maximum of 10% of the contract amount.

21. Deviation limits to be mentioned:

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

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

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

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



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

25. TERMINATION OF AGREEMENT: - The agreement/work order herein may be terminated at any time by either party by giving a written notice of 15days to the other party.

26. ARBITRATION CLAUSE: - In the event of any dispute arising out of or in connection with this tender/contract/work order, whether during the subsistence of the contract or thereafter, the matter shall be referred to the Director, KALAKSHETRA FOUNDATION or any other officer nominated by the Director, KALAKSHETRA FOUNDATION for arbitration whose decision shall be final and binding on the parties. The proceedings before the Arbitrator would be governed by the provision of the Arbitration and Conciliation Act, 1996. The place of arbitration shall be Kalakshetra Foundation, Chennai.

27. 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)

F.No.A-78 /02/2018/KF Dated-22.10.2018

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

Date:

Dear Sir/Madam,

SUB: Tender for – **Name of work: Providing plywood top for the catwalk at Rukmini arangam 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		
x	Registration certificate in current updated status from CPWD/State PWD/ Railways Dept/BSNL/Reputed Central or State PSU's/Autonomous body/similar reputed agencies – Certified copy to be enclosed		
xi	Certified copy of the works completion / experience certificate for completed works for the past 5 years, to be enclosed		

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) (Schedule of Quantities)

The Director
Kalakshetra Foundation
Thiruvanmiyur,
Chennai – 600 041.

Dear Sir/Madam,

SUB: - Tender for – Name of work: Providing plywood top for the catwalk at Rukmini arangam in
Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41,

With reference to your tender enquiry cited we are pleased to enclose the following as our financial bid for your kind consideration (as per given format).

S.No	Description of items	Quantity	Unit	Rate	Amount
1	Providing and fixing flat pressed chequered plywood – 12 mm thick-density exterior grade I (Grade I) on the Mild steel frame, backing with 3mm thick rubber buttons to arrest noise and self-drilling sheet metal screws with sunken screw head and sealing the sunken area, the ply wood edges to be painted with enamel painting etc., as per direction of Engineer - in- charge.	21.00	Sqm	1539.60	32331.60
	Grand Total (Rounded off value)				32332.00
	Percentage above or below the estimated cost- % in Figures & words				
	Grand total in Figures & words -				

- The tenderer is need to quote the percentage only above or below or at par with the estimated cost to cover all the rates of item.
- The percentage shall be written in 2 (two) place of decimal
- Applicable GST prevailing at the time of calling tender is inclusive of the quoted rates.
- We confirm that on being successful in the tender we would take up and execute the work of Providing plywood top for the catwalk at Rukmini arangam in Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41,
- 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