



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

NOTICE INVITING TENDER

ENQ.NO-01/2018-2019/EM Dt-25.04.2018

TENDER DOCUMENT FOR

SUPPLY & FIXING OF HOSTEL COTS AT

KALAKSHETRA FOUNDATION

THIRUVANMIYUR

CHENNAI – 600041

PH- 044 – 24524057 / 0836

E-Mail: tender@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 quotations, in the enclosed format (Annexure -I) from the experienced and reputed registered manufactures / dealers / firms / agencies / contractors suppliers for “supply & fixing of hostel cots” at Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41.

The sealed quotations along with proof of experience certificate, GST.No, PAN NO, REGN.NO should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41, on or before **18/05/2018** 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	Supply & fixing of hostel cots in Kalakshetra Foundation.
2.	Tender documents	The tender documents are to be downloaded from the Foundation's website at www.kalakshetra.in from 25.04.2018, 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 17.05.2018, 5 PM.
3.	Pre-bid meeting if required	15.5.2018 at 3 PM (the meeting will be held only if required)
4.	Last date and time for receipt of completed Tenders	18.05.2018 up to 01.00PM
5.	Date and Time of Opening	18.05.2018 at 03.00PM
6.	Amount of Earnest Money Deposit (EMD)	Rs.10,000-00 (Rupees ten thousand only)

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

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

GENERAL TERMS & CONDITIONS:-

1. The sealed envelope must be superscribed "Supply & fixing of hostel cots" with tender inquiry number and its due date.
2. 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.
3. 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.
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, initialing, dating and rewriting.
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 item wise as shown in format schedule and all applicable taxes and duties levied by government should be clearly mentioned by tenderer separately.
7. 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.
8. 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.
9. 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.
10. No part of the contract will be sub-let by the successful tenderer without proper written permission of the KF Authority.
11. 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



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

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.

12. The personnel engaged by successful bidder shall be subject to security check by KF Security staff while entering / leaving the premises.

13. Canvassing in any form is strictly prohibited and the bidders who are found canvassing are liable to have their tenders rejected out rightly.

14. 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.

15. The prices quoted by the bidder shall remain fixed during the entire period of contract i.e. 180 days and shall not be subject to variation on any account.

16. 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.

17. The evaluation and comparison of responsive bids shall be done on the price offered inclusive of Levies & Taxes i.e., GST, etc. as indicated in the Annexure of the tender Document.

18. Bidders are advised to visit the place of work for assessing the nature and volume of work realistically before quoting the rates.

19. The number of cots 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 supply and on the rate (s) approved.

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

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



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

22. 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.

23. 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.

24. 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.

25. If it is observed at any stage that the quality of the work is not satisfactory, the contract/ supply order as a whole may be terminated and Performance Security 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.

26. 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.

27. Description and Specification should be the same as given in the Enquiry / Tender. Any change in the Description or Specification shall be at the specific instruction of KF. In case an offer of a brand is being made, the offer should be as per the Description given in the Tender Form and the brand name to be given in bracket.

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

29. Earnest Money Deposit (EMD): EMD of Rs. 10,000-00(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 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 receipt of Performance Security. EMD submitted by other bidders will be returned within 30 days after the award of contract.

30. The earnest money will be forfeited if (i) the Tenderer withdraws their Tender during the period of Tender validity (ii) the successful bidder fails to deposit Performance Security within ten days of award of work. In the event of the Contractor not fulfilling the conditions of the contract, KF reserves its right to forfeit the Performance Security held with herein above mentioned. The decision of the KF, shall be final and binding on the contractor, in respect of such forfeiture of the Performance Security.



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

31. Payment terms and conditions: -

a. No advance payments shall be released. Payment to the successful bidder will be paid at the end of successful supply and fixing of cots. Payments will be made either by cheque or RTGS/NEFT within 10 (Ten) working days only after the satisfactory completion of work.

b. 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 one year. No interest will be paid for the retention amount.

c. 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.

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

e. Deposit of Performance Security: - For due performance of his/their obligations under the contract/supply order, during the validity, the successful tenderer shall have to deposit Rs.30,000-00 (Rupees thirty thousand only) as Performance Security which will be free of interest, with in ten working days of intimation of acceptance of tender. This security deposit is to be furnished in the form of Account Payee Demand Draft/ Fixed Deposit Receipt /Banker's cheque or Bank Gurantee from any of the commercial banks or payment online in an acceptable form

f. Failure to do so, KF Authority has right to revoke the acceptance of the tender without further notice to the tenderer and award the work to any other contractor. Performance Security will be refunded /settled with final bills only after contract/supply is over without any interest. Performance Security in the form of Demand Draft payable in favour of "Kalakshetra Foundation, Chennai"

g. In the event of failure to supply or maintain the equipment / instruments as per Work Order within the stipulated period, the Performance Security may be forfeited.

h. In the event of failure of supply action will be taken to rescind the work and the work will be get through other agencies at contractor's risk and cost. The loss incurred would be recoverable from the Performance Security of the said contractor or from any sum due to the contractors.

i. If any equipment/ instrument is damaged by the approved firm, cost of the same will be deducted from the deposited Performance Security money of the contractor.

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

k. This Security deposit will not bear any interest of whatsoever.

32. Delivery & Installation : All the goods ordered shall be delivered within 4 (Four) week from the date of issue of Supply order. All the aspects of safe delivery shall be the exclusive responsibility of the supplier. Satisfactory supply / installation /commissioning and handover of the Hostel cots to be completed within the date. The delivery shall be for; different hostel blocks in KF campus.



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KALAKSHETRA FOUNDATION

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

33. Liquidated Damages: - Time is the essence of the contract. If the supplier fails to deliver any or all of the goods or fails to perform the service within the time as incorporated in the tender/supply order, the Purchaser shall, 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.

34. Inspecting, Testing and Quality control: - The Sample of the goods is to be submitted by the L-1 bidder within 07 days from the date of issue of supply order/intimation for verification and approval, if required by KF. The sample will be as per our Tender Specification and will be kept by this office till finalisation of Tender & bills.

35. Guarantee / Warranty: - a) The on-site replacement warranty shall remain for a period of 12 Months from the date of recording of acceptance of goods at KF. b) During warranty period, the supplier is required to visit KF, site at least once in 6 months commencing from the date of delivery of the goods for preventive maintenance of the goods. C) If the supplier having been notified, fails to respond to take action to replace the defect(s) within 10 days the purchaser may proceed to take remedial action(s) as deemed fit.

36. 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.

37. 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.



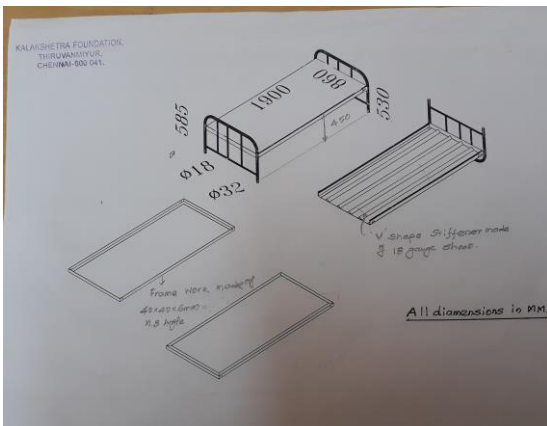
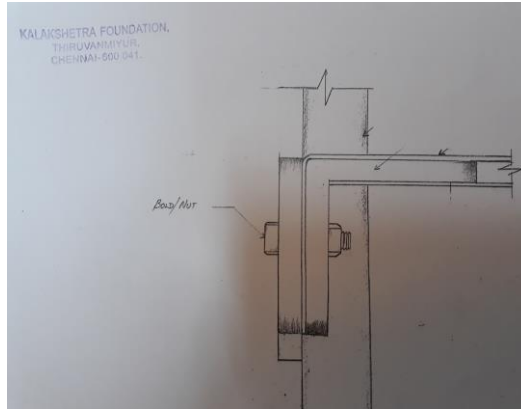
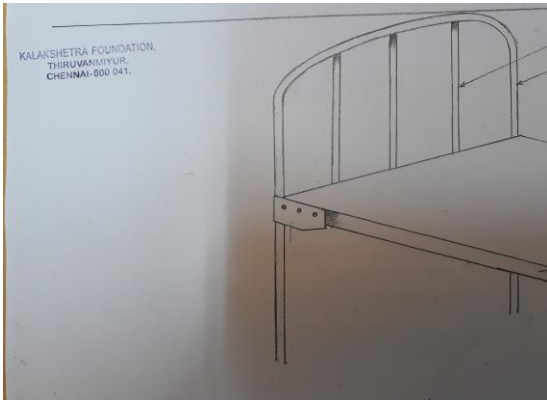
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Technical specifications of cot: -

- All cot frame and sheet are of powder coated with 50-60 microns.
- Steel cot of 1900 mm (L) x 860 mm (W) x 450 mm(Ht) the head rest of frame size 880 mm (W) x 585mm HT and for Rest frame size 880mm (W) x 530 mm (HT) the frame made of 32mm Dia M.S tubular section with 18-gauge thickness
- The Cot to be made of Steel sheet 18gauge (1.25mm) welded to angle frame of 40 x 40 x 6mm, and stiffeners in the bottom of "V" shape Strips made of 18-gauge sheet welded to the sheet at regular intervals. Total assembly is properly welded and the same to be bolted to steel flat welded with the tubular frame of the cot. The pipe frame shall be made of 32mm dia 18 gauge MS pipes of standard pattern and as per the drawing attached.
- The sheet and pipe to be used shall be from standard manufacturers like TATA, JINDAL or Equivalent.
- The pipe supports are to be provided with silicon bush.





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DETAILS TO BE FILLED BY THE BIDDER:

SL.No	PARTICULARS			
1.	Name of the Company / Organization with address			
2.	Year of Establishment			
3.	Constitution of the Establishment (Proprietary/Partnership/Public/Private Company)			
4.	Name of Chief Executive/ Proprietor/Partners			
5.	Place of Head Office/Registered Office with Address			
6.	Name of contact person Telephone No. Mobile No. Fax No. Email Website (if any)			
7.	Commercial Information Registration (enclose attested copies wherever applicable)			
	a) Trade License No.			
	b) GST Regn. No.			
	c) PAN No.			
	d) PF A/c. No.			
	e) Labour License No.			
	f) ESI A/c. No.			
	Details of Group Insurance Policy for technicians and workers			
8.	Annual Turnover during last 3 years – for the years 2014-15; 2015-16; 2016-17 (enclose Audited Balance Sheet)	2014-15	2015-16	2016-17
9.	Whether you are authorized registered manufactures / dealers / firms / agencies / contractors (If yes, please specify)			
11.	Details of work done during last 5 years in PSUs / Banks / Railways /Govt. Depts./Govt. Institutions Copies of work orders to be enclosed			



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(Annexure -I)

TENDER DOCUMENT FOR SUPPLY & FIXING OF HOSTEL COTS

AT

KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI-41

ENQ.NO-01/2018-2019/EM Dt-25.04.2018

S.No.	Item Description	Unit price i.e. for one cot In Rs.	Total cost for 75 cots In Rs.
(a)	(b)	(c)	(d) [c x 75]
1	 Supply & fixing of 75 (seventy five) hostel cots.		
2	Transport /any other charges for all the cots		
3	GST @ CGST SGST		
	Total Price i.e. 1 + 2 + 3 (in number and in words)		

I/We have gone through the terms & conditions as stipulated in the tender enquiry document and confirm to accept and to be abide by the same.

This issues with the approval of the competent authority.

For KALAKSHETRA FOUNDATION

Signature with Name and Seal of tenderer-

Name of the Company/ Firm :

Registered office Address:

Telephone No. :

Fax No. :

E-mail address :