

कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

NOTICE INVITING TENDER

ENQ.NO-024/2019-2020/EM Dt-07.08.2019

TENDER DOCUMENT FOR SUPPLY OF EMPLOYEE PERSONAL LOCKERS

AT

KALAKSHETRA FOUNDATION

THIRUVANMIYUR

CHENNAI - 600041

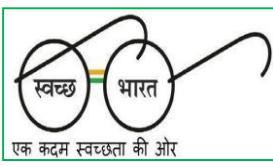
PH- 044 - 24524057 / 0836

E-Mail: tender@kalakshetra.in

Website: www.kalakshetra.in

Our:- GST.NO - 33AAAJK1059P1Z0

PAN.NO - AAAJK1059P



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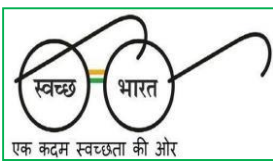
THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

Kalakshetra Foundation, an Autonomous Body under the Ministry of Culture, Govt. of India, invites sealed item rate tender, in the enclosed format from the experienced and reputed registered manufactures / dealers / firms / agencies / contractors, towards "SUPPLY OF EMPLOYEE PERSONAL LOCKERS" at Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41.

The sealed tenders along with proof of registration certificate, GST.No, PAN NO, REGN.NO should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41, on or before **16/08/2019** 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 OF EMPLOYEE PERSONAL LOCKERS" AT KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41.
2.	NIT No	ENQ.NO-024/2019-2020/EM Dt-07.08.2019
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 07.08.2019, 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 14.08.2019, 5 PM.
4.	Pre-bid meeting if required	13.08.2019 at 3 PM (the meeting will be held only if required). Queries if any should be sent in advance by email at tender@kalakshetra.in so that the Foundation is ready with clarifications
5.	Last date and time for receipt of completed Tenders	16.08.2019 up to 01.00PM Sealed quotation should be preferably dropped in the Tender Box placed at Central Office of KF. However, Hand Delivery or sent by post will also be accepted



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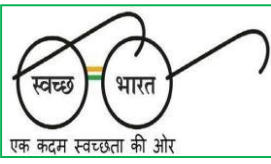
THIRUVANMIYUR, CHENNAI- 600 041 PH- 044- 24524057 / 0836

6.	Date and Time of Opening	16.08.2019 at 03.00PM
7.	Amount of Earnest Money Deposit (EMD)	Rs.500-00 (five hundred only)
8.	Period of supply	10days (ten) days from the date of confirmation / receipt of our Purchase order
9.	Locations of supplies	The machine(s) is/are proposed to be supplied at Central Office of Kalakshetra Foundation, Thiruvanmiyur, Chennai- 41.

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



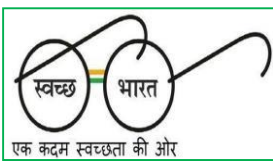
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INSTRUCTIONS TO THE TENDER:

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 super scribed "SUPPLY OF EMPLOYEE PERSONAL LOCKERS" AT KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41. with tender inquiry number and its due date.
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 lesser 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 and all applicable taxes and duties levied by government should be clearly mentioned by tenderer separately.
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. 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.
9. 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.

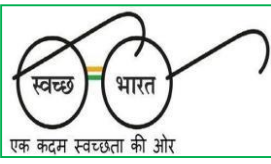


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10. The tenderers shall fill up the (Part I) in prescribed format and submit the same duly signed on all pages and sealed as a token of their acceptance. Incomplete tenders i.e. "Part-I" without all the supporting documents, EMD and duly filled in, copy of valid trade license, copy of contract registration, 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.
11. The tenderers shall quote their item rate in the schedule of quantities. (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.
12. Conditional tenders shall not be accepted.
13. Tenders submitted via electronic transmission or through e-mail shall not be accepted.
14. 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.
15. 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.
16. The bids shall be valid for a period of 45 days from the date of opening of the tender.
17. 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.
18. Tender is not transferable. One tenderer shall submit only one tender.
19. 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.
20. 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.
21. 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.



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22. Tender document submitted by the participants should be concise and contain only relevant information as required under this tender.

23. 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. General Terms of payment: -

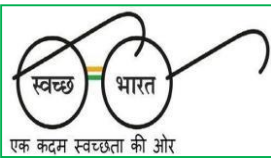
a) The rate quoted should be item rate.

b) Tender should be submitted in sealed cover along with the Earnest Money of Rs.500/- (Rupees five hundred 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) No advance/part payments shall be released. Payment to the successful supplier(s) will be paid at the end of successful completion of work on submission of bill. Payments will be made either by cheque or RTGS/NEFT within 10 (Ten) working days only after the satisfactory completion of work.

d) 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.

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



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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 including during the extended period.

2. Evaluation of Bids & Award of Contract: The Bids shall be evaluated on item rate basis and award shall be placed accordingly on L-1 basis as evaluated on item rate basis.

3. The rates quoted by the contractor shall be taken as net and nothing extra shall be paid on any account i.e. cartage, GST and stacking at required place etc.

4. Kalakshetra Foundation have the right to increase or decrease the quantities of the orders.

5. Loading, unloading, transportation and installation shall be the complete responsibility of the supplier.

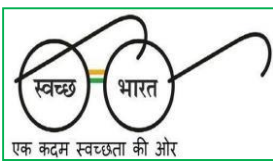
6. Time of Completion: - Time is the essence of the supply. If supplier(s) fails to complete the work with in stipulated period, Liquidated Damage (L.D.) @1% of actual contract amount per week shall be recovered from the bill of the successful tenderer subject to a maximum of 10% of the contract amount.

7. 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.

8. Guarantee/Warranty: - As per terms of manufactures. Successful bidders must provide official Guarantee/Warranty document for all the equipment.

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

(Part-I)

ENQ.NO-24/2019-2020/EM Dt-07.08.2019

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

Date:

Dear Sir/Madam,

SUB: Tender for “SUPPLY OF EMPLOYEE PERSONAL LOCKERS” AT 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

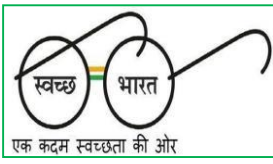
i	Name of the agency/Contractor	:	
ii	Mailing address of the agency with PIN Code	:	
iii	Status of the Agency: Proprietor / Partnership / Regd. Company / Co-op. Society		
iv	Contact details		
	Telephone numbers(s)	:	
	Fax number(s)	:	
	E-mail address	:	
	Website	:	
v	GST registration No		
vi	PAN no.		
vii	MSME.no.		
viii	Bankers and their address along with type of Account & Account No		
ix	E.M.D details		
x	Manufactures, Authorised dealers, Suppliers and registered contractors – certified copy 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)

ENQ.NO-024/2019-2020/EM Dt-07.08.2019


(Schedule of Quantities)

The Director
Kalakshetra Foundation
Thiruvanmiyur,
Chennai – 600 041.

Dear Sir/Madam,

SUB: Tender for “SUPPLY OF EMPLOYEE PERSONAL LOCKERS” AT 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 Item	Quantity	Unit Rate	GST@%	Total Amount
1.	 <p>Supplying and fixing wooden locker unit having 9 Compartments/lockers in each as per the specifications. The arrangement shall be of 3lockers in each row.(3X3),The size of the locker shall be 38cm X 38cm X 38cmdeep (15” X 15” X15”), The lockers are to be made of 19mm thick particle board with lamination of approved shade and finish, Ventilation shall be attractive punched pattern, The locker shall have a suitable door of same material with a Brass handle and necessary cupboard lock, The storage Door panel shall have Decorative beading of approved shape and thick with Aesthetically appealing, The work has to be carried out as per directions of KF Authorities. Image shown are for reference purposes only</p>	2.No's (two)			
				Total	
	Grand total in words -				

- 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.
- The price quoted above by the bidder against each item shall be on “Door Delivery” / F.O.R. basis to our Central Office, Kalakshetra Foundation, Thiruvanmiyur, Chennai - 41.

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