

# कलाक्षेत्र प्रतिष्ठान

**KALAKSHETRA FOUNDATION**

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

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## EXPRESSION OF INTEREST

**ENQ.NO-043/2019-2020/EM Dt-16.03.2020**

# TENDER DOCUMENT FOR ENGAGEMENT OF ARCHITECT FOR KALAKSHETRA FOUNDATION

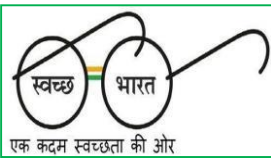
**KALAKSHETRA FOUNDATION  
THIRUVANMIYUR  
CHENNAI – 600041**

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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## KALAKSHETRA FOUNDATION

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

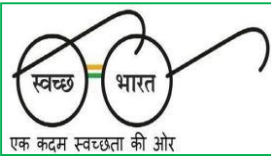
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Kalakshetra Foundation, an Autonomous Body under the Ministry of Culture, Govt. of India, invites sealed quotation, in the enclosed format from the registered Architects who are well conversant with traditional buildings including Interior and Development works from conceptualization to detailed working drawings for the work "Providing comprehensive architectural consultancy services for the proposed unified library block with modern class rooms in Kalakshetra Foundation campus, Chennai."

The sealed quotation along with proof of registration certificate, GST.No, PAN NO, REGN.NO should reach the Director, Kalakshetra Foundation, Thiruvanmiyur, Chennai-41, on or before **30/03/2020** 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	PROVIDING COMPREHENSIVE ARCHITECTURAL CONSULTANCY SERVICES FOR THE PROPOSED UNIFIED LIBRARY BLOCK WITH MODERN CLASS ROOMS AT KALAKSHETRA FOUNDATION, THIRUVANMIYUR, CHENNAI- 41.
2.	NIT No	ENQ.NO-43/2019-2020/EM Dt-16.03.2020
3.	Tender documents	The tender documents are to be downloaded either 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 16.03.2020, 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 27.03.2020, 5 PM.
4.	Pre-bid meeting if required	26.03.2020 at 3 PM (the meeting will be held only if required). Queries if any should be sent in advance by email at <a href="mailto:tender@kalakshetra.in">tender@kalakshetra.in</a> so that the Foundation is ready with clarifications



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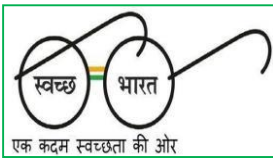
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5.	Last date and time for receipt of completed Tenders	30.03.2020 up to 01.00PM
6.	Date and Time of Opening	30.03.2020 at 03.00PM
7.	Amount of Earnest Money Deposit (EMD)	Rs.10,000-00 (Rupees ten thousand only)

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

For KALAKSHETRA FOUNDATION



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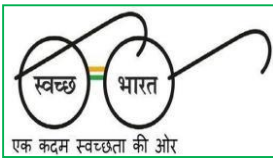
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### (I) INSTRUCTIONS TO THE TENDER:

1. The intending bidder must read the terms and conditions carefully and one should only submit the bid if the tenderer is eligible in all respects and is in possession of all the documents required.
2. The intending bidder must have registered in the Council of Architecture and in panel of Government/Reputed Agencies or Firms for undertaking Architectural Consultancy.
3. The sealed envelope must be super scribed "ENGAGEMENT OF ARCHITECT FOR KALAKSHETRA FOUNDATION" 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. 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 duly signed and sealed before their submission.
6. 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.
7. 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 liable to be considered invalid. Tender incorporating additional conditions by the tenderer is liable for rejection.
8. At any time, prior to the date of submission of bid, Kalakshetra Foundation for any reason, whether on its own motion 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 Apply in the prescribed format and submit the same duly signed on all pages and sealed as a token of their acceptance. Incomplete tenders i.e. Application received 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.



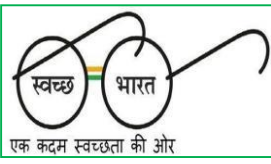
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10. Conditional tenders shall not be accepted.
11. Tenders submitted via electronic transmission or through e-mail shall not be accepted.
12. In case the last date of receipt/opening of tender is declared as a holiday, the tenders shall be opened on the next full working day.
13. 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.
14. The bids shall be valid for a period of 45 days from the date of opening of the tender.
15. Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the tenderers who resort to canvassing will be liable to rejection.
16. Tender is not transferable. One tenderer shall submit only one tender.
17. 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.
18. 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.
19. The successful bidder 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.
20. Tender document submitted by the participants should be concise and contain only relevant information as required under this tender.
21. 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.
22. Specifications to be followed for execution of work for Civil & Electrical Work: CPWD specifications 2019 Vol. I to II with up to date correction slips.



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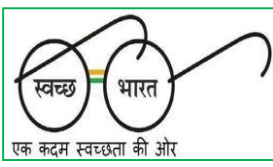
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### (II) BRIEF DESCRIPTION OF THE PROJECT:

Kalakshetra Foundation proposes to construct a Unified Library Block with modern class rooms in Traditional style. The proposed facility will be in about approx. 930 Sq.m. / 10000 sft built-up area with G+2 structure. The structure shall be of RCC framed structure with Columns and Beams. The complex shall be a compact one with all the required facilities. The building should be designed in traditional style and as per requirements of KF.

### (III) SCOPE OF THE WORK:

1. The Architect has to plan and prepare conceptual design and drawings as per requirement of Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041 based on the requirement and to the satisfaction of the Foundation.
2. The project will be executed through Central Public Works Department (CPWD), a Central Government Department. The Architect is required to provide comprehensive architectural services, from beginning till the end of the project, including preparation of detailed drawings depicting interior layouts and schematics with all specifications viz. Architectural, Electrical, Fire Fighting, AC etc. for various areas required to undertake the construction of the project out of the following field / services any /all of which may be required for the project.
3. Visiting the site, discussing details with the Kalakshetra Foundation and CPWD authorities to carry out site survey, soil investigation, as specified in latest version and preparation of surveyed site plan of plot of land showing all existing buildings, other structures and service, tree with girth and species local name etc.
4. Concept plan in consultation with KF and CPWD, Architectural Planning.
5. Electrical Systems including power distribution and complete internal and external lighting, fire detection and alarm systems, intercom system, acoustic and public address system, closed circuit television, channel music and other electrical/electrical control and display systems including metering facilities, generators, UPS stabilized power conditioners, Sanitary, Water supply and sewage, plumbing and firefighting system including fire protection, Signage, Graphic and landscaping.
6. Architect shall prepare preliminary designs, rough cost estimate (optional only), tender drawings, drawings depicting interiors layouts and schematics with all specifications viz. Architectural, Electrical for various areas required to undertake the construction of the project.
7. Architect shall prepare drawings including all necessary architectural and engineering details to suitable scale, to enable the contractors to prepare shop drawings, bar bending schedules etc. and all such other details of works as are required for execution of the project and



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modify the same if so decided by KF authorized officer. Thereafter Architect shall be responsible for ensuring construction generally as per the approved drawings and make minor modifications / improvements in design, if required, as per the actual requirements at site.

8. Architect shall ensure that all drawings / designs are prepared in accordance with the relevant bye laws of local authority, CPWD, Indian Electricity rules and Indian Standard specification as amended upto the date or as per sound engineering practice and shall be responsible to ensure the structural stability and efficiency / adequacy of various other services and utilities as per design.

9. The Architect shall ensure that the proposals are structurally and technically sound.

10. The Architect shall assist/co-ordinate with CPWD from PE stage to work completion stage.

11. The Architect shall undertake any other additional responsibility that may be entrusted with respect to the project.

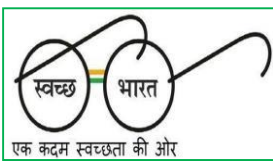
12. All the documents prepared by the Architect shall be the property of Kalakshetra Foundation.

### (IV) ELIGIBILITY CRITERIA:-

- a) Experience in designing Traditional/Heritage Structures is a pre-requisite (proof to be attached).
- b) Experience in conservation/ restoration of traditional structures (proof to be attached)
- c) The Bidder must have registration with Council of Architecture, GST, PAN Card and company registration certificate.
- d) The firm should have completed projects of such scale and nature of similar nature in the recent three years. Similar works means Comprehensive Architectural and Design Engineering Service.
- e) The Past experience should be supported by completion certificates indicating completion cost, date of commencement and date of Completion, built up area etc.
- f) A presentation for the work done & tentative proposed plan for the work may be required to be presented before the Director, Kalakshetra Foundation.

### (V) SALIENT FEATURES OF ARCHITECT WORK:-

#### A) PRELIMINARY DRAWINGS:



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- a) The site plan and other drawings like floors and terrace plans, elevations and sections etc. shall be prepared in the required scale.
- b) All required sections shall be prepared.
- c) Brief specifications to be followed for preparing preliminary estimates shall be finalized in consultation with the KF and CPWD.

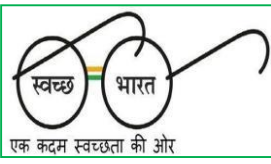
### B) WORKING DRAWINGS:

- a) All floors plans, Terrace plans, elevations and wall sections shall be in required Scale.
- b) Plans and sections of toilets, kitchens, pantry, fixtures like counters, flooring, tiles etc. shall be in required Scale.
- c) Full / half scale for details of doors, windows, grills etc. including their fixing arrangements.
- d) Large scale details of special areas like floor tile patterns, features, reflected ceiling plans shall also be supplied if needed.
- e) Plans, elevations, sections and other details of fixed furniture required Scale.
- f) Internal elevations (if required) shall be supplied.
- g) Landscape plans and details including parking, planters, roads, horticulture, site drainage, river training works, sewerage and lighting details and Layout of other underground services are to be provided on approved scale.
- h) Internal and external services drawings like sewerage, water supply and storm water drainage scheme as per Municipal Corporation norms/ existing bye-laws of the area are to be provided on approved scale. Typical fixture arrangement details shall be on the required Scale.
- i) In general, Scales of drawings shall confirm to BIS standards. The objective is that the scale to be chosen for drawing shall be such a scale so as to clearly depict the complexity of the object & purpose of representation.

### C) STRUCTURAL ANALYSIS AND STRUCTURAL DRAWINGS:

- a) As per preliminary drawings, tentative structural arrangement of the structure shall be decided in consultation with KF and CPWD, leading to preparation of working drawings.





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### b) PLUMBING/ ELECTRICAL/ FIREFIGHTING / HVAC DRAWINGS:

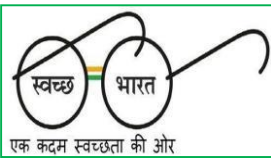
- (i) All drawings shall be on required scale and should clearly indicate legend Index.
- (ii) Single line diagrams shall be in variably provided for Electric Circuits, Plumbing, Firefighting and Fire Alarm System along with detailed working drawings.

C) SUPPLY OF DRAWINGS: The Architect shall submit required number of sets of completion drawings and other details to KF authorities as and when required during the course of work. Incase of any other details envisaged under this agreement shall be supplied as per requirement.

D) Maintenance of Record: The Architect is required to maintain all records related to the project for a minimum period of 4 years after the Completion of project.

### (VI) GENERAL TERMS AND CONDITIONS:-

1. Details of the works executed by the firm / individual should be furnished along with the Experience certificates, supported by copies of letter of award/completion certificates during last five years along with the details of current projects which are being handled also.
2. The Services to be rendered by Consultant/ Architect shall be based on latest National Building Code, relevant applicable codes and sound engineering practices.
3. The Architect shall aware of CPWD Specifications for Residential and Non-Residential Buildings which are to be followed for the construction.
4. The cost of the Project will be worked out based on the CPWD Plinth Area Rates or Delhi Schedule of Rates and the same to be enhanced by the Prevailing Cost Index during the period.
5. Since the Kalakshetra Foundation is institution which represents the cultural Ethos of India and the Architect shall aware of Heritage conceptions of art and the same is to be applied wherever required.
6. The Architectural design shall be economical and structurally stable.
7. The KF reserves right to supervise/inspect at any time by any officer, check estimates and designs.



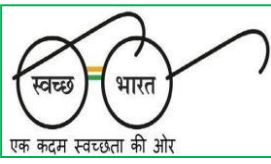
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8. The design of the structures shall be similar to the design of existing structures in the campus.
9. If required any revisions in the design or drawings to suit the structural requirement is to be carried out as and when required.
10. The Architect hereby agrees that the fee to be paid as provided herein, in the contract agreement, will be in full discharge of functions to be performed by him and no claim whatsoever shall be made against the KF in respect of any proprietary rights or copy right on the part of any other party relating to plans, models and drawings.
11. The Architect hereby agrees that the KF shall have the right to take out any of the activities, which in the opinion of the KF is not being performed by the Architect with due diligence, and within the agreed time schedule, and which can be performed independently. The fees or the expenses incurred shall be debited to the Architect.
12. The KF shall have the right to request in writing for changes, additions, modifications or deletions in the design and drawings or any part of the work and to request in writing additional work in connection therewith and the Architect shall comply with such request.
13. ARCHITECT SITE VISITS DURING PLANNING, EXECUTION/COMPLETION STAGE: The Architect shall maintain a "Project Team" in his office consisting of adequate key personnel during the construction phase and render advice to the KF and the Implementing Agency as and when called upon. During execution and post construction, the Architect and his team shall visit as and when required depending upon the execution of works, at his own cost.
14. SUB-CONTRACTING & SUB- ARCHITECT:- The Architect shall not subcontract whole of the work. The Architect shall not subcontract any part of the work without notifying and obtaining prior approval from the KF.
15. The Architect has to provide 2sets of drawings both preliminary and working Drawings along with soft copy also.
16. AWARD OF CONTRACT CRITERIA :- Subject to the requirements, KF will award, the Contract to the Applicant/ Architect, whose bid is found responsive, complete and in accordance with the (EOI) tender documents.
17. KF RIGHT TO ACCEPT ANY OR ALL OFFERS:- KF reserves the right to accept or reject any offer, and to annul the process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected applicants. KF has no obligation to inform the affected applicant(s) of the reasons for rejection of (EOI).



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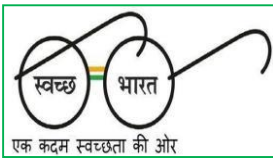
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18. PRELIMINARY DRAWINGS:
  - a) The site plan shall be in 1:200 scale and remaining drawings like floors and and terrace plans, elevations, sections in 1:100scale.
  - b) Minimum two sections shall be prepared.
19. WORKING DRAWINGS:
  - a) All floors plans, Terrace plans, elevations and wall sections shall be in Scale 1:50.
  - b) Full/ half scale for details of doors, windows, grills etc., including their fixing arrangements.
  - c) Plans, elevations, sections and other details of fixed furniture Scale 1:25.
20. 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 risk and cost of the Appointed Architect.
21. SIGNING OF AGREEMENT: KF shall prepare the Agreement in the Performa included in this Document, duly incorporating all the terms& conditions of agreement between KF and successful applicant. Successful applicant will be required to execute the Contract agreement within 7 days from the date of issue of the Letter of Award.
22. 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.
23. 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.

➤ KF – Kalakshetra Foundation

24. TIME SCHEDULE AND MILESTONES: The successful Architect has to be ready to take up the work from the date of award of work. 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. The time schedule for the same will be as follows.



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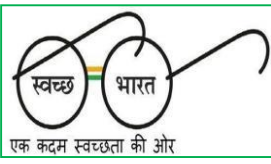
SL. No.	DESCRIPTION OF ITEM	TIME SCHEDULE
1	Phase I – Preconstruction Submission of Conceptual Drawings for the Proposed Buildings with elevations and sections and making presentations for obtaining KF comments/suggestion & developing final concept drawings for obtaining approval thereof.	Within 7 days of award of work.
2.	Phase II To Prepare Design Architectural drawing, and specifications for various items details.	Within 7 days after approval of Conceptual design.
3.	Phase III Submission of all Detailed working drawings/shop drawings all complete Architectural drawing, and specifications for various items details of measurements, technical specifications, tender drawings, detailed architectural services & sufficient structural drawings with all related documents.	Within 7 days after approval of Phase II Prepare Design Architectural drawing, and specifications for various items details

Drawings shall be prepared on CADD (latest version) and structural design on STAAD (latest version) along with soft copy of drawings & details in CD/ Data card shall be submitted to KF. Completion of scope of work for the Architect will be considered only after the completion of work.

25. Fee: The fee for the service will be percentage on the preliminary estimates for the project as may be worked out by the implementing agency viz. CPWD. CPWD will be requested by the Foundation to provide preliminary estimates based on the accepted architectural drawings and specifications by the successful bidder. The tenderer has to accordingly, will quote the fee payable only as a percentage of preliminary estimates. Revision of rates will not be permitted for any reason. The payment will be released only on preparation of preliminary estimates worked out by the CPWD. The successful tenderer should therefore have to wait till preliminary estimates are furnished by CPWD based on the drawings and specifications furnished and accepted by Kalakshetra Foundation.

26. EMD:

(a) Tender should be submitted in sealed cover along with the Earnest Money of Rs.10000/- (Rupees ten thousand 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



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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 and without EMD in the accepted form, the tender will be rejected as invalid.

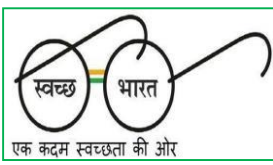
(b) EMD submitted by bidders who are not selected for the work will be returned within 15 days after the award of contract. No interest will be paid on the Earnest Money deposited with the Kalakshetra Foundation. Earnest Money deposit in respect of the successful tenderer will be refunded along with final bill settlement. This EMD amount will not bear any interest of whatsoever. 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.

27. Penalty clause: Time is the essence of the contract. If the Architect fails to complete the work within stipulated period, Liquidated Damage (L.D.) @1% of actual contract amount per week shall be recovered from the bill subject to a maximum of 10% of the contract amount.

28. Income Tax, GST whichever is applicable at the prevailing rates as applicable from time to time shall be deducted as per extant rules.

29. No advance/part payment shall be released. Payment to the successful bidder will be paid only on submission of Preliminary Estimates by the implementing agency based on the Architectural and other drawings and specifications of materials furnished and accepted by the Kalakshetra Foundation.

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(Part-I)

ENQ.NO-043/2019-2020/EM Dt-16.03.2020

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

Date:

Dear Sir/Madam,

SUB: Tender for - “Providing comprehensive architectural consultancy services for the proposed library complex in the campus in Kalakshetra Foundation Chennai”

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/Architect	:	
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 from Council of Architecture.	:	
xi	Proof of experience in designing Traditional / Heritage Structures	:	

We confirm that we shall abide by all the tender conditions and we do not have any additional conditions.

Thanking you,

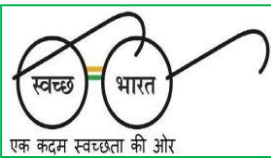
Yours faithfully,

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



# कलाक्षेत्र प्रतिष्ठान

## KALAKSHETRA FOUNDATION

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

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### FINANCIAL BID

(Part-II)

ENQ.NO-043/2019-2020/EM Dt-16.03.2020

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

Date:

Dear Sir/Madam,

SUB: Tender for - “Providing comprehensive architectural consultancy services for the proposed library complex in the campus in Kalakshetra Foundation Chennai”

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

Sl.No	Description	Consultancy fees(in percentage of Estimated Cost) in figures and words.
1	Consultancy Services for Architectural Drawings(working) (Preliminary estimates are furnished by CPWD)	-----%

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)