



कलाक्षेत्र प्रतिष्ठान

KALAKSHETRA FOUNDATION

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

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## Notice Inviting Tender

F.No. A-76/32/2019/KF- Dated- 29.10.2019

Tender Document for the work of

Supply of plywood materials and allied products for

Rukmini arangam at Kalakshetra Foundation

Thiruvanmiyur,

Chennai 600 041

PH- 044 – 24524057 / 0836

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

Website: [www.kalakshetra.in](http://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/ **reputed supplier for Govt. agencies or manufacturer of products similar in nature** ) for the work of “**Supply of plywood materials and allied products for Rukmini arangam at Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041.**”

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 **21.11.2019 up to 5.00 p.m.** by post or by hand delivery and same will be opened on the next day **22.11.2019 at 12.00 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                                    | <b>Supply of plywood materials and allied products for Rukmini arangam at Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041.</b>  |
| 2. | Notice Inviting Tender No                           | F.No.A-76/32/2019/KF Dated- 29.10.2019   |
| 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 <b>01.11.2019, 5.00 p.m.</b> 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 <b>10.00 a.m. to 5.00 p.m. till 21.11.2019 - 4.00 p.m.</b> |
| 4. | Pre-bid meeting if required                         | <b>15.11.2019 at 3.00 p.m.</b> (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 | <b>21.11.2019 up to 5.00 p.m.</b>  |
| 6. | Date and Time of Opening                            | <b>22.11.2019 at 12.00 p.m.</b>  |
| 7. | Estimated cost put to bid                           | <b>Rs. 1,06,843/-</b>  |
| 8. | Amount of Earnest Money Deposit (EMD)               | <b>Rs. 2,200/- (Rupees two thousand two hundred only)</b>  |
| 9. | Period of completion                                | <b>10 (Ten) days</b>   |

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 govt. agencies undertaking reputed suppliers / agencies of similar in nature. The sealed envelope must be super scribed "**Supply of plywood materials and allied products for Rukmini arangam at Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041.**" 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.
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 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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11. The tenderers shall quote their rate 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.
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 30 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.
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.
24. Specifications to be followed for execution of work for supply: ISI standards.



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### GENERAL TERMS AND CONDITIONS

1. The successful tenderer shall commence the 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.
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. 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.
10. 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.
11. 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 lab our, materials etc. The contractor shall be bound to follow all such restrictions/instructions and nothing extra shall be payable on this account.
12. 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.
13. 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.
14. 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.



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15. 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.

16. General Terms of payment: -

a) Tender should be submitted in sealed cover along with the **Earnest Money of Rs. 2200/-** (Rupees Two thousand two 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/ 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 10 working days after the award of contract for the unsuccessful tenderer. 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.

b) No advance/part payments shall be released. Final payment will be made to the successful contractor / supplier after satisfactorily completion of work / supply order of total quantity, & certification from Engineer, at the end of successful completion of supply order / work on submission of final bill of quantities (BOQ) along with detailed measurements. Payments will be made through RTGS/NEFT within 10 (Ten) working days only after the satisfactory completion of work.

c) **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.

d) Quoted rates should be inclusive of GST, all taxes as applicable, loading, unloading, transportation and free delivery at site (Kalakshetra Foundation campus / Thiruvanmiyur/Chennai) as directed in all respects. Income Tax, GST whichever is applicable at the prevailing rates as applicable from time to time shall be deducted as per extant rules. Failing which it shall be presumed that the prices include all such charges and no claim for the same will be entertained.

e) 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.

f) 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.

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

h) 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.



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17. 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/work order value.
18. TERMINATION OF AGREEMENT: - The agreement/work order herein may be terminated at any time by either party by giving a written notice of 15 days to the other party.
19. 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.
20. 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.

### **SPECIAL CONDITIONS:**

#### **1. LIST OF APPROVED MATERIALS AND BRANDS TO BE SUPPLIED FOR THE WORK:**

| Sl.No. | Materials                         | Vendors   |
|--------|-----------------------------------|---|
| 1      | WOOD & PVC WORK                   |   |
| 1.1    | Wooden Flush Doors                | Green ply, Century, Kit ply, Ravela Door, Kailash, Shakti |
| 1.2    | Water Proof Ply                   | Green Ply, Garnet, Century, Kit ply, Anchor, Mayura       |
| 1.3    | OST(one side teak) finish plywood | Green Ply, Garnet, Century, Kit ply, Anchor, Mayura       |
| 1.4    | Clear float glass panes           | Saint Gobain, Asahi, Pilkington                           |
| 1.5    | Door hardware                     | Dolma, Kich, Classic, Haffle, Ozone, Geze                 |
| 1.6    | Screws                            | Kundan, Puja, Atul  |



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#### (Part-I)

F.No. A-76 /32/2019/KF Dated- 29.10.2019

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

Date:

Dear Sir/Madam,

SUB: Tender for – **Name of work: Supply of plywood materials and allied products for Rukmini arangam at Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041.**

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 Govt. 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: **Supply of plywood materials and allied products for Rukmini arangam at section at Kalakshetra Foundation, Thiruvanmiyur, Chennai 600 041.**

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    | Supplying OST (One Side Teak ) finish plywood with the followings sizes:  |          |      |      |        |
| a)   | 6mm thick - size 1.22 m x 2.44 m  | 36       | Each |      |        |
| 2    | Supplying BWP (Boiled Water Proof) plywood with the followings sizes:   |          |      |      |        |
| a)   | 12mm thick - size 1.22 m x 2.44 m   | 6        | Each |      |        |
| 3    | Supplying flush door shutters conforming to IS : 2202 (Part I) non-decorative type, core of block board and well matched commercial veneering with cross bands and face veneers on both faces of shutters |          |      |      |        |
| a)   | 30 mm thick – Size 1.00 m x 2.10 m  | 2        | Each |      |        |
| 4    | Providing glass panes with following sizes and thickness for windows, clerestory windows.   |          |      |      |        |
| a)   | 6 mm thick glass panes  | 10.70    | sqm  |      |        |
| 5    | Supply of following hardware materials:   |          |      |      |        |
| a)   | Fevicol – SH – <b>2 Kg</b>  | 1        | Each |      |        |
| b)   | Star head screws (MS galvanized coating – White) – 100 mm length – one pocket   | 1        | Each |      |        |



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| S.No | Description of items   | Quantity | Unit | Rate | Amount |
|------|--|----------|------|------|--------|
| c)   | Star head screws (MS galvanized coating – White) – 75 mm length – one pocket | 1        | Each |      |        |
| d)   | M.S.Nails 100 / 75 / 50 mm length  | 3        | Kg   |      |        |
| e)   | M.S. Headless Nails – 25 mm/ 20 mm length                                    | 2        | Kg   |      |        |
| f)   | 150 mm length – Heavy duty - Door runner assembly set (For sliding door)     | 2        | Each |      |        |
| g)   | Nylon bush – 40 mm dia – 75 mm length  | 12       | Each |      |        |
|      | <b>Total</b>   |          |      |      |        |
|      | (Rupees.....)  |          |      |      |        |

- **Quoted rates should be inclusive of GST, all taxes as applicable, loading, unloading, transportation and free delivery at site (Kalakshetra Foundation campus / Thiruvanniyur/Chennai) as directed in all respects.**
- We confirm that on being successful in the tender we would take up and execute the work of **“Supply of plywood materials and allied products for Rukmini arangam at Kalakshetra Foundation, Thiruvanniyur, Chennai 600 041.”**
- 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

With complete address and seal

Address

Tel. No/Mob. No: \_\_\_\_\_