



## LALIT KALA AKADEMI

(National Academy of Art, Govt. of India)  
REGIONAL CENTRE 361 – KEYATALA LANE,  
KOLKATA – 700029

033 - 46022851 / lkarc-kol@lalitkala.gov.in / lkarcKol84@gmail.com  
Website: www.lalitkala.gov.in

LKA/RC/KOL/400/6-Acctts.

Date: 12/12/2024

**Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing, Supplying, & Installation of Storage Solution for Permanent collection of Artworks (SSPCA) in new building premises of Lalit Kala Akademi, Regional Centre at 85, A.J.C. Bose Road, Kolkata-700 014 on behalf of Secretary, Lalit Kala Akademi, New Delhi.**

The Lalit Kala Akademi is an autonomous organisation under Ministry of Culture; Govt. of India is a premier organisation to promote Visual Arts in India. Akademi invites Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing, Supplying, & Installation of Storage Solution for Permanent collection of Artworks (SSPCA) in new building premises of Lalit Kala Akademi, Regional Centre at 85, A.J.C. Bose Road, Kolkata-700 014 on behalf of Secretary, Lalit Kala Akademi, New Delhi.

The bid documents containing the specifications (**Annexure - 1** Scope of work & Terms and conditions, **Annexure - 2** Technical Specifications, **Annexure - 3** Documents Checklist, **Annexure - 4** Tender Acceptance Letter, **Annexure - 5** - Financial Bid, & **Annexure - 6** - Drawings) Tender Documents can be downloaded from Lalit Kala Akademi, New Delhi, Website, <https://www.lalitkala.gov.in> as per schedule given below:

### **SCHEDULE OF WORK**

- |    |   |   |
|----|---|---|
| 1. | Name of Work  | : Manufacturing, Supplying, & Installation of Storage Solution for Permanent collection of Artworks ( <b>hereafter known as SSPCA</b> )   |
|    | Completion period of work                               | : 15 (Fifteen) Days   |
| 2. | Name of Authority to whom the bids have to be submitted | : Regional Secretary, Lalit Kala Akademi, Regional Centre, 361, Keyatala Lane, Kolkata-700029, W.B.<br>Email: <a href="mailto:lkarcKol84@gmail.com">lkarcKol84@gmail.com</a><br>Phone: 033-48489692 |
| 3. | Mode of submission                                      | : Offline through speed post / in person in sealed envelope Super scribing " <b>Quotation for SSPCA</b> " addressing to the above mentioned authority and address.                                  |
| 4. | Last date of submission                                 | : 17.01.2025 till 17:00   |
| 5. | Time of Opening of quotations                           | : 20.01.2025  |

This Limited Tender invitation shall also form part of tender document and shall be returned duly signed along with other required documents along with submission of bids. The issuing authority reserves all rights to cancel/reject/terminate this LTI process at any stage of time without assigning any reason, the bidder shall accept the same.

  
12/12/2024  
Regional Secretary I/C

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**SCOPE OF WORK**

**1. Scope of Preparing and fixing SSPCA**

- i- The successful bidder has to manufacture, supply & installs SSPCA in the specific location in consultation with the tendering Authority.
- ii- The bidder has to develop and prepare the SSPCA according to the size or measurement mentioned in the Schedule by the tendering Authority.

**2. Inspection of Completed work:**

- i- After the successful bidder is awarded the work, he shall report the progress of work during the different stages of the work, complete all responsibilities assigned in the scope of work and subsequently report completion of work in written statement, to the tendering authority, and tendering authority will assess the quality of work and its completion.
- ii- The technical team after its visit shall submit report of the work and thereafter the works shall be deemed for making payment.
- iii- During inspection of the work, the technical team may ask for rectification of any defects/non conformity etc. as observed. In such event, the necessary rectifications shall be done as per the Schedule of Technical Specifications put up in the LTI Document.
- iv- Defects so identified have to be rectified as per Technical Specifications within a period of 10 days maximum.

**3. Fabrications, Installation and Erection:**

- i- Once the work order is issued to the agency for the assigned work, it shall be carried out accordingly as per the schedule of Completion of the work.
- ii- Arrangement of lorry, welding equipment, iron plates, etc. all such items required for the work shall be arranged in the manner as to finish the work in due time. Additional charges shall not claimed by the bidder and that to be included in the bid value.

**4. Maintenance & Warranty of SSPCA:**

- i- The bidder shall provide 3 (three) years warranty in original from the manufacturer / supplier, reckoned from the date of installation of completed work. During the warranty period, any defects arising out of the fitting, Fixing, wear out, damage etc, shall be responsibility of the agency.
- ii- An undertaking to this effect shall be submitted along with the bid documents.
- iii- The bidder shall also furnish a certificate for the materials supplied against the assigned work meets all the stipulated requirements and warranty. The warranty shall also cover the replacements of required spare parts. Warranties should be given in original and should have legal jurisdiction in India.
- iv- The successful bidder has to provide any required service or Maintenance of supplied SSPCA up to next ten (10) years after completing warranty period/tenure.

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- v- Maintenance of installed SSPCA shall mean any work required to keep the SSPCA fitted, installed properly for the entire period of contract. The type of maintenance works shall be of preventive and renovation type as well as keeping them up to date round the year.

**5. Extraneous Conditions:**

- i- Inclusion of any extraneous terms & conditions that contradicts /modifies the Tender terms & conditions will lead for summary rejection of the Tender. Incomplete Tender will summarily be rejected. The contractor shall not sublet or assign/transfer the said contract to any other person or persons. During submission of bids, no external clauses and conditions shall be submitted by the bidder in any form whatsoever, and he should stick to the conditions of the Bid Document only.

**TERMS & CONDITIONS**

**01- Eligibility, Competency & the Details to be furnished.**

- i- Firm/Agency should have (5) five years' experience in the Field of works as specified in the schedule of LTI.
- ii- Firm / Agency should have skilled staff having knowledge of the similar work.
- iii- Firm / Agency should have knowledge of the mandate & work in a Government Department. Bidder shall submit *Work Completion Certificate/PO* issued in favor of his/her Firm.
- (iv)-Firm / Agency should enclose brief organizational profile Including background, availability of resource & experience of the firm.
- iv- Firm / Agency's average annual turnover should not be below Rs. 1 Crore for the last three years. Certified copies of balance sheet for the last three years (2021-22, 2022-23, and 2023-24) to be attached.
- v- **Firm / Agency should have experience for SSPCA in different locations, management planning & In-house maintenance capabilities based only in the Kolkata, West Bengal.** Details & proof of service facilities, maintenance and availability of manpower are to be attached.
- vi- Firm / Agency should be registered under the GST Rules and must be registered in West Bengal. Bidders should submit a copy of registration certificate.
- vii- Firm / Agency should be Income Tax assessee for last 03 years. Copies of IT returns for last 03 years & PAN/TAN Card should be enclosed.
- viii- Product should meet Make in India compliance as per government regulations. A document certifying same should be enclosed by the bidders.

**Signature of Authorized representative  
With Name, Seal & Date**

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- ix- Firm / Agency should not be black listed by any Public Sector / Govt. Agency. A Certificate in this regard must be enclosed by the bidders.
- x- All documents / proofs should be attached & submit along with bid documents as per **Annexure-3** sequence.
- xi- Firm/Agency should deposit 5% of total estimated value as EMD with the bid documents in the form of banker's cheque/demand draft/FDR/Bank security in favor of Regional Secretary, Kolkata.

**02-Award of contract**

- i- The Tendering authority will award the contract to the successful bidder whose bid has been determined as lowest evaluated bid (L-1).
- ii- The bidder whose rate is accepted shall be notified for award of the contract and EMD of successful bidder will be retained and others will be returned by the tendering authority within 15 days of closing of tender.
- iii- EMD of successful bidder will be released by the tendering authority after successful completion of work.
- iv- The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and shall be integral part of the contract concluded.

**03-Payment Terms**

- i- No advance payment shall be made by the tendering authority
- ii- Final Payment shall be made by the tendering authority within 15-20 days after delivery/completion of work.
- iii- TDS shall be deducted from the bill/of the firm/agency under the statutory rules of Govt. of India in respect of Income Tax & other Taxes etc.

**04-Applicable law**

The contract shall be interpreted in accordance with the laws of Central/ State Government. For judicial adjudication, the disputes, if any, arising out of the Contract shall be subject to the jurisdiction of the Courts in Kolkata only and will be settled accordingly.

**05-Financial Bids**

- i- Final lowest price may be considered for the evaluation.
- ii- The rates quoted should be inclusive of GST. The rate at which the GST has been included should be clearly mentioned in the bid. In case nothing is mentioned, it will be assumed that taxes/other levies are included in the rates quoted.
- iii- All rates should be inclusive of everything including transportation/packaging charges.

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With Name, Seal & Date**

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**TECHNICAL SPECIFICATIONS**

Sl. No.	Description	Quantity (in pcs.)
1	<p>2 Bay Mobile Compactor Storage System. Mechanical Drive with centralised locking system. Overall Size: 2475mm (H) x 13300 mm(L) x 2400mm(D) approx. Comprising of: 1 (one) Single faced fixed unit of size: 2475mm(H) x 2400mm(L) [1200mm x 2 bays] x 610mm(D), 1 (one) Single faced movable unit of size: 2475mm(H) x 2400mm(L) [1200mm x 2 bays] x 610mm(D), 6 (six) Double faced movable unit (Type A) of size: 2475mm(H) x 2400mm(L) [1200mm x 2 bay] x 1210mm(D) and 2 (two) Double faced movable unit (Type B) of size: 2475mm(H) x 2400mm(L) [1200mm x 2 bay] x 1810mm(D).</p> <p>SFF and SFM units to have 5 adjustable shelves making 4 compartments. DFM units to have 5 Loading Levels making 4 compartments where each Loading Level is made in two parts. All side panels and end panels to be made from 1.2mm CRCA Sheets. Bottom two shelves will be made of 1.2mm CRCA Sheets with stiffeners, upper 3 shelves will be made from 1mm CRCA Sheet with stiffeners, top 2 shelves will have 100kg weight carrying capacity &amp; bottom 2 of 150kg per shelf. Adjustable hooks to be provided as accessories for drop protection. Base frame made from 10/14 swg. HR Sheet. All bearings, pillow block units, etc. will be lifetime grease packed type. Chrome plated spoke handle with latch lock will be provided for all mobile units. Rails will be MS bright bar 25mm square provided with 2mm thick formed retainer plate. Retainer bearing with electro-galvanized machined bolts to prevent units from slipping off the rail and also anti-tilting arrangement shall ensure trouble free service. All materials to be 7 Tank Powder Coated in desired colour.</p>	1
2	<p>2 Bay Mobile Compactor Storage System. Mechanical Drive with centralised locking system. Overall Size: 2475mm(H) x 12100mm(L) x 2400mm(D) approx. Comprising of: 1 (one) Single faced fixed unit of size: 2475mm(H) x 2400mm(L) [1200mm x 2 bays] x 610mm(D), 1 (one) Single faced movable unit of size: 2475mm(H) x 2400mm(L) [1200mm x 2 bays] x 610mm(D), 8 (eight) Double faced movable unit of size: 2475mm(H) x 2400mm(L) [1200mm x 2 bay] x 1210mm(D).</p> <p>SFF and SFM units to have 5 adjustable shelves making 4 compartments. DFM units to have 5 Loading Levels making 4 compartments where each Loading Level is made in two parts. All side panels and end panels to be made from 1.2mm CRCA Sheets. Bottom two shelves will be made of 1.2mm CRCA Sheets with stiffeners, upper 3 shelves will be made from 1mm CRCA Sheet with stiffeners, top 2 shelves will have 100kg weight carrying capacity &amp; bottom 2 of 150kg per shelf. Adjustable hooks to be provided as accessories for drop protection. Base frame made from 10/14 swg. HR Sheet. All bearings, pillow block units, etc. will be lifetime grease packed type. Chrome plated spoke handle with latch lock will be provided for all mobile units. Rails will be MS bright bar 25mm square provided with 2mm thick formed retainer plate. Retainer bearing with electro-galvanized machined bolts to prevent units from slipping off the rail and also anti-tilting arrangement shall ensure trouble free service. All materials to be 7 Tank Powder Coated in desired colour.</p>	1

**Signature of Authorized representative  
With Name, Seal & Date**

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**DOCUMENTS CHECKLIST**

SL. NO.	DOCUMENT	YES/NO	ANNEXURE NO. (number attachments starting from alphabet A)
1	Copy of Registration certificate with Registrar of Companies		
2	Copy of PAN/TAN number		
3	Copy of GST registration certificate		
4	Copy of ITR return of last 3 years		
5	Background/Profile of Organisation (a) Brief on track record of the firm/agency indicating the strength and credentials (b) No. of Employees (c) Details of in-house facilities		
6	Copy of proof(s) of completion/ongoing client certificate & work order/contract for number of works done during last 5 years.		
7	Copies of satisfactory certificate(s) of having completed at least 3 contracts similar to the subject matter of this tender notice for Government departments/organizations.		
8	Copies of CA certificate of average annual turnover for last 3 years.		
9	EMD deposit proof		
10	Any other relevant document (Specify)		

**Declaration:** This is to certify that I/We before signing this bid document have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of Authorized representative  
With Name, Seal & Date**

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**TENDER ACCEPTANCE LETTER**

Date:

To  
Regional Secretary I/C  
Lalit Kala Akademi  
Regional Centre  
361 – Keyatala Lane  
Kolkata - 700029

**Subject: Acceptance of Terms & Conditions of Tender Reference No. LKA/RC/KOL/400/6-Acctts.**

Name of Tender/Work: Manufacturing, Supplying & installation of Storage Solution for Permanent collection of Artworks (SSPCA).

Dear Sir,

1. I/We have downloaded/ obtained the tender document(s) for the above mentioned Tender/Work" from the website namely [www.lalitkala.gov.in](http://www.lalitkala.gov.in) of Lalit Kala Akademi.
2. I/We hereby certify that I/ we have read the entire terms and conditions of the tender documents (including all documents like annexure(s). schedule(s) etc. which form part of the contract agreement and I/We shall abide by the terms /conditions/clauses contained therein.
3. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s)/ corrigendum(s) in its totality/entirety.

Yours faithfully

**Signature of Authorized representative  
With Name, Seal & Date**

**ANNEXURE- 5**

**Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing, Supplying, & Installation of Storage Solution for Permanent collection of Artworks (SSPCA) in new building premises of Lalit Kala Akademi, Regional Centre at 85, A. J. C. Bose Road, Kolkata-700 014 on behalf of Secretary, Lalit Kala Akademi, New Delhi**

**FINANCIAL BID**

<b>Sl. No.</b>	<b>Description of Item</b>	<b>Quoted Rates (in Rs.)</b>	<b>Quoted Rates (in words)</b>
1	Storage Solution for Permanent Collection of Artworks.		
	Grand Total		

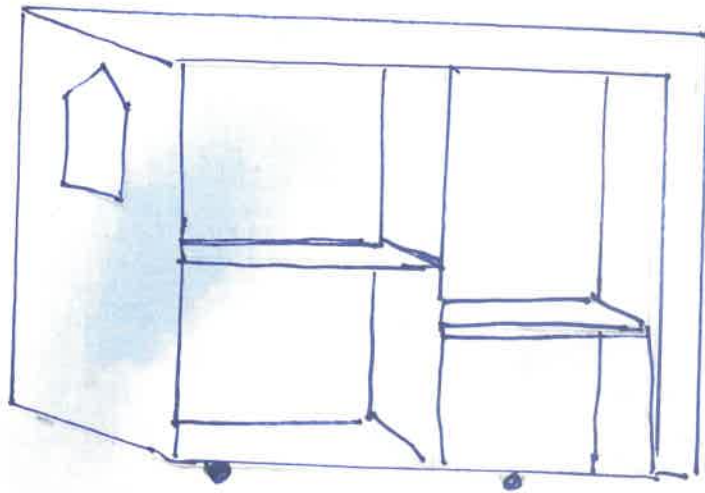
**Note:**

- (i) Tax Deduction at Source (TDS): TDS shall be deducted from each bill/invoice (as applicable) under the statutory rules of Govt. of India in respect of Income Tax & other Taxes etc.
- (ii) Price should be quoted inclusive of applicable GST.
- (iii) Necessary statutory recovery may be made as per rules.
- (iv) All rates should be inclusive of everything including transportation/packaging charges.

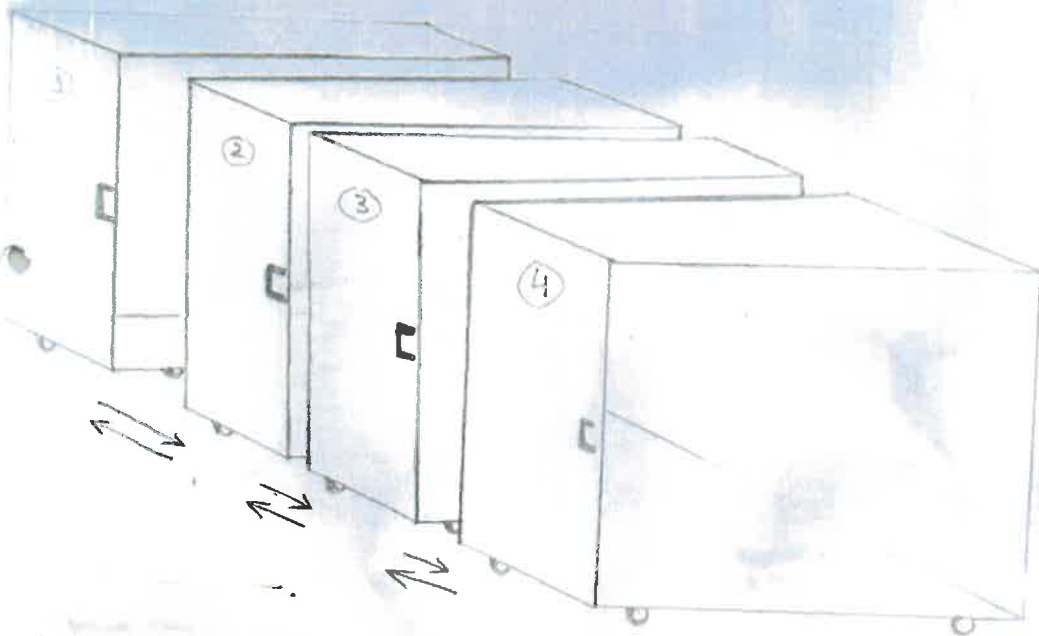
**Signature of Authorized representative  
With Name, Seal & Date**



ANNEXURE-6



Single Module



Multiple Modules