



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: 21.02.2025

Limited Tender Invitation (LTI) for Selection of Firms/Agency for Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS) 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 & Supply of **Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic)** 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** – Reference 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

01-	Name of Work	: Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) hereinafter known as CFS .
02-	Completion period of work	: 20 (Twenty) Days
02-	Name of Authority to whom	: Regional Secretary, Lalit Kala Akademi, Regional Centre, the bids have to be submitted 361, Keyatala Lane, Kolkata-700029, W.B. Email: lkarc-kol@lalitkala.gov.in / lkarcKol84@gmail.com Phone: 033-46022851/75105 17555.
03-	Mode of submission	: Offline through speed post / in person in sealed envelope Super scribing " Quotation for CFS " addressing to the above mentioned authority and address.
04-	Last date of submission	: 03.03.2025
05-	Time of Opening of quotations	: 04.03.2025 (till 6:00 PM)

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.


21/02/2025
Regional Secretary I/C

Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) 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.

SCOPE OF WORK

1. Scope of Preparing CFS.

- i- The successful bidder has to manufacture & supply customized furniture for Painting, Graphics, and Sculpture & Ceramic (CFS) studio as specified in provided drawings.
- ii- The successful bidder has to manufacture the CFS according to the size or measurement and design as mentioned in the Schedule by the tendering Authority.

2. Inspection of Completed work:

- i- After the successful bidder is awarded the work, he/she 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 appointed by tendering authority shall submit report of the work completion 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 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.

4. Manufacturing:

- 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 specified seasoned wood, required hardware, transportation 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.

5. Warranty:

- i- The bidder shall provide 1 (one) year warranty in original from the date of submission of completion of work. During the warranty period, any defects arising out of the sub-standard wood, hardware, fittings, fixing, wear out, damages etc, shall be the responsibility of the agency.
- ii- An undertaking to this effect shall be submitted along with the bid documents.

6. Extraneous Conditions:

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.

Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS) 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.

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's average annual turnover should not be less than the tender value for the last three years. Certified copies of balance sheet for the last three years (2019-20, 2020-21, and 2021-22) to be attached.
- iv- Firm / Agency should be registered under the GST Rules and must be registered in West Bengal. Bidders should submit a copy of registration certificate.
- v- 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.
- vii- Firm / Agency should not be black listed by any Public Sector / Govt. Agency. A Certificate/declaration in this regard must be enclosed by the bidders.
- viii- All documents / proofs should be attached & submit along with bid documents as per **Annexure-3** sequence.

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).
- iii- The bidder whose rate is accepted shall be notified for award of the contract.
- 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- Payment shall be made by the tendering authority within 15-30 days after analyzing the work completion reports.
- 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.

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

Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS) 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.

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 all inclusive of everything including transportation/packaging charges etc.

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

Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS) 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.

TECHNICAL SPECIFICATIONS

1	<p>Working table & Multifunctional locker, (Ref: P/S) Table Size - 750mm(H) x 1200mm(L) x 600mm (W) top thickness 25-30mm with six points adjustable mechanism from one side of length, Legs minimum 50-60mm section, Multifunctional movable locker size – 450mm x 600mm x 600mm (l x d x h) with open able door on front side of 600x450 mm with good quality branded lockable castors. Table made of solid Mahogany wood or any equivalent with high class finishing and polishing. M/F locker made of 19mm thick BWR grade branded century or equivalent plywood with wood primer & desired colour enamel paint, handles as required and decided by the tendering authority. Structure to have proper levelling.</p>	20
2	<p>Working table, (Ref: G/S) Table Size - 900mm (H) x 1800mm (L) x 1060mm (W) top thickness 25-30mm, Legs minimum 80mm section. Table made of solid Mahogany wood or any equivalent type with high class finishing and polishing. Structure to have proper levelling.</p>	02
3	<p>Clay Wedging table with canvas mounted plaster absorbent block, (Ref: C/S) Table Size - 750mm (H) x 900mm (L) x 750mm (W) top made of Sal wood of thickness 40mm, Legs minimum 80mm section and in outward position for sturdiness, Absorbent block of size 350x350 mm, 100mm thick made with gypsum and mounted with 500gsm canvas and fixed in table top level with required hardware. Table made of solid Mahogany wood or any equivalent type with high class finishing and polishing. Structure to have proper levelling.</p>	02
4	<p>Working table with locker-Small size, (Ref: C/S) Table Size - 750mm (H) x 1500mm (L) x 900mm (W) top made of Sal wood of thickness 30mm, Legs minimum 80mm section with 1 fixed locker under the table of size 600x900x600 (l x d x h) with 1 horizontal shelf, a front open able door and handles as required. Table made of solid Mahogany wood or any equivalent type with high class finishing and polishing. Locker made of 19mm thick BWR grade branded century or equivalent plywood with wood primer & desired colour enamel paint, handles as required and decided by the tendering authority. Structure to have proper levelling.</p>	04
5	<p>Working table with locker-Big size, (Ref: C/S) Table Size - 750mm (H) x 1800mm (L) x 900mm (W) top made of Sal wood of thickness 30mm, Legs minimum 80mm section with 3 fixed locker under the table with 1 horizontal shelf, front open able door and handles as required. Table made of solid Mahogany wood or any equivalent type with high class finishing and polishing. Locker made of 19mm thick BWR grade branded century or equivalent plywood with wood primer & desired colour enamel paint, handles as required and decided by the tendering authority. Structure to have proper levelling.</p>	02
6	<p>Working table with locker, (Ref: S/S) Table Size - 900mm (H) x 2135mm (L) x 750mm (W) top made of Mahogany wood of thickness 40mm, Legs minimum 80mm section with 4 fixed locker under the table of equal size with 1 horizontal shelf in each locker, front open able door and handles as required. Table made of solid Mahogany wood or any equivalent type with high class finishing and polishing. Locker made of 19mm thick BWR grade branded century or equivalent plywood with wood primer & desired colour enamel paint, handles as required and decided by the tendering authority. Structure to have proper levelling.</p>	05

Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS) 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.

7	Stool, (Ref: C/S, S/S) Size - 450mm (H) x 380mm (L) x 380mm (W) top thickness 25mm&legs section 50x50mm. Stool made of solid wood like Sal, Mahogany or any equivalent type with high class finishing and polishing. Structure to have proper levelling.	20
8	High rise stool, (Ref: C/S, S/S) Size - 660mm (H) x 380mm (L) x 380mm (W) top thickness 25mm & legs section 50x50mm. Stool made of solid wood like Sal, Mahogany or any equivalent type with high class finishing and polishing. Structure to have proper levelling.	25
9	Revolving table, (Ref: S/S) Table Size - 760mm (H) x 600mm (L) x 600mm (W) with 360 degree revolving top of 600x600mm &thickness 40mm, Legs minimum 100x100mm section. Revolving mechanism made of rustproof GI or SS with proper smooth functioning and locking option to keep rotation stop anytime. Table made of solid wood like Sal, Mahogany or any equivalent type with high class finishing and polishing. Structure to have proper levelling.	05
10	Revolving table, (Ref: S/S) Table Size - 900mm (H) x 450mm (L) x 450mm (W) with 360 degree revolving top of 450x450 mm &thickness 40mm, Legs minimum 80x80mm section. Revolving mechanism made of rustproof GI or SS with proper smooth functioning and locking option to keep rotation stop anytime. Table made of solid wood like Sal, Mahogany or any equivalent type with high class finishing and polishing. Structure to have proper levelling.	05
11	Revolving table, (Ref: S/S) Table Size - 450mm (H) x 900mm (L) x 900mm (W) with 360 degree revolving top of 900x900 mm & thickness 40mm, Legs minimum 100x100mm section. Revolving mechanism made of rustproof GI or SS with proper smooth functioning and locking option to keep rotation stop anytime. Table made of solid wood like Sal, Mahogany or any equivalent type with high class finishing and polishing. Structure to have proper levelling.	05
12	Display board, (Ref: P/S, G/S) Size - 1200mm (H) x 2400 mm(L) approx. Frame made of solid wood, with soft board of good quality branded manufacturer of size 1200x2400mm mounted with cotton cloth of desired colour & thickness.	04

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

Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS) 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.

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 (Provide self-declaration/certificate)		
6	Copy of proof of completion/ongoing works/work order/contract for number of works done during last 3 years for Government departments/any other organizations.		
7	Copies of CA certificate of average annual turnover for last 3 years.		
8	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**

Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS) 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.

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 of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS)

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 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 of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS) 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

Sl	Description of Item (As per Annexure-2)	Quoted Rates (in Rs.)	Quoted Rates (in words)
1	Working table & Multifunctional locker, (Ref: P/S)		
2	Working table, (Ref: G/S)		
3	Clay Wedging table with canvas mounted plaster absorbent block, (Ref: C/S)		
4	Working table with locker-Small size, (Ref: C/S)		
5	Working table with locker-Big size, (Ref: C/S)		
6	Working table with locker, (Ref: S/S)		
7	Stool, (Ref: C/S,S/S)		
8	High rise stool, (Ref: C/S,S/S)		
9	Revolving table, (Ref: S/S)		
10	Revolving table, (Ref: S/S)		
11	Revolving table, (Ref: S/S)		
12	Display board, (Ref: P/S, G/S)		

Note:



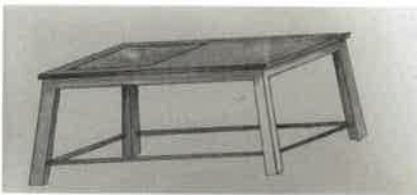
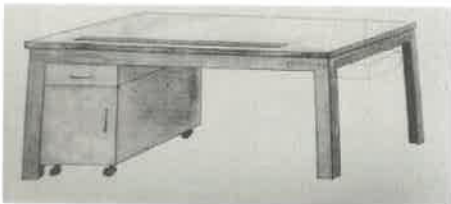
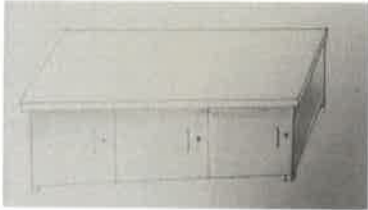
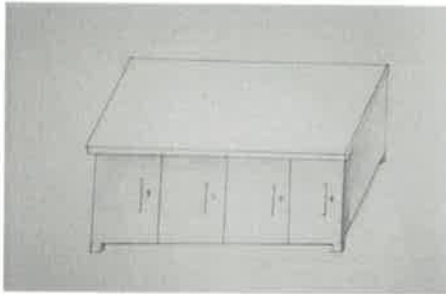
- (i) Tax Deduction at Source (TDS): TDS shall be deducted from each bill/invoice (as applicable) under the statutory rules of Govt. of India in respect of Income Tax & other Taxes etc.
- (ii) Price should be quoted inclusive of applicable GST.
- (iii) Necessary statutory recovery may be made as per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

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

ANNEXURE-6

Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS) 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.

REFERENCE DRAWINGS

Reference Sl. no. (Annexure 2)	Item Photo	Reference Sl. no. (Annexure 2)	Item Photo
01		02	
03		04	
05.		06.	

Limited Tender Invitation (LTI) for Selection of Firms / Agency for Manufacturing & Supplying of Customized furniture for Studios (Painting, Graphics, Sculpture & Ceramic) (CFS) 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.

07.		08.	
09.		10.	
11.		12.	