

DRAFT BIDDING DOCUMENT

FOR THE WORK

"Repair, Renovation of Store Room, Path Way at Artist Village of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for the year 2021-22"



OFFICE OF THE SECRETARY
SRIMANTA SANKARADEVA KALAKSHETRA SOCIETY
PANJABARI, GUWAHATI – 37, ASSAM

Sanctioned vide Corpus Fund Interest Account.

OFFICE OF THE SECRETARY
SRIMANTA SANKARADEVA KALAKSHETRA SOCIETY
PANJABARI, GUWAHATI – 37, ASSAM

No. SSK/Laundry/211/2022

Dated Guwahati the April'2023

NOTICE INVITING TENDER (NIT)

The Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37, Assam, invites fresh bids for the following work, from registered contractors under APWD (Building) having requisite experience in similar nature of work. Details may be seen in the www.sankaradevakalakshetra.com official website of Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37 and also in the office of the undersigned during office hours from 25-04-2023 to 08-05-2023.

Sl. No.	Name of Work	Approx. Value of the project,	Time of completion	<u>Bid Security</u> <i>(2% for General, and 1% for Reserved category)</i>	<u>Bid Security and cost of RFP to be drawn in favour of</u>	Cost of RFP Document
1	Repair, Renovation of Store Room, Path Way at Artist Village of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for the year 2021-22”	Rs.2,11,080.00 (Rupees two lakh eleven thousand eighty) only	30 (Thirty) Days	Rs. 4,230.00 for General Category or Rs 2,115.00 for reserved Category	“Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37	Rs. 100/-

1. All the interested bidders are requested to down load the RFP document from official website of Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37 and also requested to read carefully before submission of their bid.

Secretary
Srimanta Sankaradeva Kalakshetra Society.
Panjabari, Guwahati-781037, Assam.

Memo No. SSK/Laundry/211/2022

Dated Guwahati the April '2023

Copy to,

1. The Vice Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for favour of your kind information.
2. The Account Branch of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for information .
3. Notice board / tender file.

Secretary
Srimanta Sankaradeva Kalakshetra Society.
Panjabari, Guwahati-37, Assam.

ACTIVITY SCHEDULE FOR THE WORK

“Repairing, Renovation works of Rang Ghar Bakari Mancha , Rang Ghar ,Lalit kala Bhawan, Supply & installation of LED Light at Heritage Park and Rang Ghar in the campus of Srimanta Sankaradeva Kalakshetra Society for the year 2022-23”

Sl. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	25-04-2023	11.00 AM		
2	Tender Download	25-04-2023	1.00 PM	08-05-2023	2.00PM
3	Pre Bid Meeting Date	03-05-2023	12.00 AM	-	-
4	Bid Submission Date	25-04-2023	2.00 PM	08-05-2023	2.00PM
5	Technical Bid Opening Date (Cover-1)	08-05-2023	3.00 PM	-	-
6	Financial Bid Opening Date (Cover-2)	08-05-2023	3.00 PM	-	

SECTION I

A. Applicant's eligibility criteria

Prospective bidders should have the following minimum qualifying criteria for Participation in RFP document:

1. Bidders should be registered Contractor of APWD (Building)
2. The Total volume of works performed in the last 3 years should be 30% of the estimated Value.
 - i) 2020-2021
 - ii) 2021-2022
 - iii) 2022-2023
3. Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 30% of the estimated cost.
4. Experience of having successfully completed similar works during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -
 - a) Three similar completed works costing not less than the amount equal to 40% of the estimated cost.

OR
 - b) Two similar completed works costing not less than the amount equal to 50% of the estimated cost.

OR
 - c) One similar completed work costing not less than the amount equal to 80% of the estimated cost.
5. The bidder must be a profit making one for the last five years.
6. The bidder must have valid GST registration certificate.
7. The bidder must provide photo copy of Pan Card.
8. In the event of date of bid opening being a holiday, the activities will take place on the next working day.
9. Hard copy the Technical and Financial bids are to be submitted at the Office chamber of the undersigned on or before 08-05-2023 up to 14.00 hrs.
10. Along with the hard copy of the Technical bid, the following documents (in original) must also be submitted on or before 08-05-2023 up to 14.00 hrs:
 - a) Undertaking for bid validity and minimum cash up to 25% value of work.
 - b) BID Securities in the form of Original Bank Guarantee/FD from a Nationalized/ Scheduled Bank in favour of "**Secretary Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37.**
 - (c) Original DD/Banker's Cheque for Rs 100/-in favour of "**Secretary Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37** towards cost of Bidding document for the job.
 - d) The SSKS reserves the right to cancel allotment at any point of time after giving one week (seven days) written notice to the Agency. However in case of emergency or other compelling circumstances, SSKS may stop work at any time.
 - e) Price level as per A.P.W.D. Schedule of rates 2013-14.

B. Others:

1. Bidding Document is non-transferable.
2. Bidding Document complete in all respects should reach on or before the **DUE DATE AND**

TIME. Bidding through Fax/ E-mail shall not be considered.

3. Bidders may depute their representative with proper authorization letter to attend opening of technical bids.
4. Srimanta Sankaradeva Society reserves the right to cancel the RFP at any stage without Assigning any reason thereof.
5. Specification for all items of works should be as per approved Bill of Quantities for the work.
6. There cannot be any supplementary items without prior approval.
7. There will be no time extension without prior approval.
8. Nonpayment of running bill should not be the criteria for slow progress of work.
9. **Defect Liability period: - 365 days from the date of completion.**
10. The Bid security of the successful bidder will be discharged when the bidder has signed the Agreement and furnish the Performance security.
11. The Bid Security may be forfeited
 - a) If the bidder withdraws the Bid after opening during the period of Bid validity.
 - b) If the Bidder fails to sign the Agreement or Furnish the required performance Security as per LOA (Letter OF acceptance)
12. Bid validity 180 days.
13. Each bidder shall submit only one bid for one package. A bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.
14. **The expenditure is debit able under the H/A Corpus Fund Interest Account**

C. Selection Process

The bidder will be selected based on the technical & financial proposals which each applicant is required to submit to this office.

Preparation of Proposal:

1. The Proposal will consist of two (2) components

Part-I: Technical Proposal

Part II: Financial Proposal

Part I: Technical Proposal

The Technical Proposal shall not include any financial information and any Technical Proposal containing financial information shall be declared non-responsive.

Applicant should submit all necessary documents required for technical evaluation.

Part II: Financial Proposal

This part shall contain only the price part. **Price quoted should be inclusive of all taxes applicable to the service.**

D. Instructions for submission of Technical, & Financial Proposals:

The Bidder or an authorized representative of Firms shall sign all pages of the Technical and Financial Proposals. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**” Similarly, the original Financial Proposal copies shall be placed in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the Assignment/job. The envelopes containing the Technical Proposal, Financial Proposal, and processing fees, proposal security shall be placed into an outer envelope and sealed. This outer envelope shall be sealed and super scribe with name and address of the bidder and should be delivered at the address: **Secretary, Srimanta Sankaradeva Kalakshetra Society (SSKS), Panjabari, Guwahati-37** before due date and time.

E. BID OPENING AND EVALUATION

The Employer will open all the technical and Financial Bids received (except those received late), in the presence of the Bidders or their representatives who choose to attend at time, date specified in Tender Time Schedule. In the event of the specified date of Bid opening being declared a holiday for the Employer, the Bids will be opened at the appointed time and location on the next working day.

After opening the envelope containing “Technical Bid” the amount, form and validity of the bid security furnished with each bid will be announced. **If the bid security furnished does not conform to the amount and validity period, the bidder will be declared as non responsive and financial bid will not be opened.**

F. SOURCE OF FUNDS

The expenditure is debit able to the Head of Account –Corpus Fund Interest Account.

G. SITE VISIT

The intended bidders are asked to verify the site at the Bidder’s own responsibility and risk and examine Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid prior to quoting their rates. The cost of visiting the Site shall be at the Bidder’s own expense.

H. PRE-BID -MEETING

- a) The bidder or his official representative is invited to attend a pre-bid meeting, which will take place at the address, venue, time and date as indicated in N.I.T. / I.F.B.
- b) The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- c) The bidder may submit any questions in writing to the Secretary, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 on the day of the meeting.
- d) Minutes of the meeting, including the text of the questions and the responses given will be transmitted without delay to all purchasers of the bidding documents.
- e) Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

k. PAYMENTS:

Payments shall be adjusted for deductions for advance payments, retention, other recoveries in terms of the contract and GST (as applicable), Forest Royalty, duties, taxes at source, as applicable under the law. The Employer shall pay the Contractor the amounts certified by the Engineer within a reasonable time subject to the availability of fund. The Engineer/ Employer shall not delay the payment unreasonably (i.e., without valid reasons), if fund is available.

- I. Payment will be made on the basis of joint measurements, taken by contractor and certified Engineer-In-Charge. Measurement shall base on the basis of approved drawings for construction to the extent that the work conforms to the drawings and details are adequate

M. FINISHING THE CONTRACT

- a. The Contractor shall request the Engineer to issue a Certificate of Completion of the Works and the Engineer will do so upon deciding that the Work is completed.

N. TAKING OVER

- a. The Employer shall take over the Site and the Works within seven days of the Engineer issuing a certificate of Completion.

P. INCOME TAX

Income tax at the prevailing rate as applicable from time to time shall be deducted from the Contractor's Bills as per Income Tax Act, and quoted rates shall be deemed to include the same.

P. TECHNICAL SPECIFICATIONS:

- a. The Technical Specification as stated in CPWD General Specification of Buildings & Electrical works for current in the state.

Q. EXTENSION OF THE INTENDED COMPLETION DATE:

- a) The Engineer shall extend the Intended Completion Date if a Variation is issued which makes it impossible for Completion to be achieved by the Intended Completion Date.

R. URGENCY OF WORK

The work being of very urgent nature it shall be carried out with all efforts by the contractor to complete it in all respects within the stipulated time of completion. The progress of the work as shown in work programme shall be continued, by the contractor even if any dispute arises between the contractor and the department on any matter connected with the work and contractor approaches legal authority for settlement of the dispute, on being not satisfied with the decision of the Deptt. on the matter of dispute. The continuation of progress of the work should not be hampered in any case by both parties and order given by legal authority on matter of dispute shall be binding on the parties.

Section II

A. Proposal Security:

1. Within 15 (Fifteen) days of receipt of the Letter of Acceptance, the bidder shall deposit, Performance Security deposit in the form of BG/FDR of any Nationalized Bank, for an amount equivalent to 5% of the Contract price duly pledged to the “the Secretary, Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37” payable at Guwahati with a validity of 365 (Three hundred Sixty five) days beyond the Schedule of time of completion. **The performance security will be released only after successful completion of the Work.**

B. Confidentiality:

Information relating to evaluation of RFP and recommendations concerning awards shall not be disclosed to the Bidders who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by any Bidder of confidential information related to the process may result in the rejection.

Technical Bid

Particulars of the Bidders (Please submit along with documentary evidence)

Sl no	Particulars	
1	Name of the Bidder/ Firm	
2	Type of the Company whether, Proprietorship, Partnership Etc.	
3	Name and Address of the Proprietor/Partners/Directors of the Company.	
4	Registered Office Address and Telephone / Mobile Number & Email address. Local Contact Address/ Telephone / Mobile Number.	
5	Photo copy of Pan Card	
6	Cost of bid Rs. 100/- (One hundred)only	
7	Bid Security (2% for General, and 1% for reserved category)	

8. Financial bid envelope should contain the following:-

Sl. No.	Details of scope of work	Amount in Rs. (Both Figure and Words)
1	As mentioned in the tender document.	

C. Declaration:

I/We declare that, the information given above is correct to the best of my knowledge and understanding. In case it is found false/incorrect, at any stage, SSKS may terminate the contract and could take suitable actions against the company/firm/agency. I/We have read/gone through the terms, conditions, rules, guidelines etc. of the tender work. I/We agree to execute the "Repair, Renovation of Store Room, Path Way at Artist Village of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for the year 2021-22"

Date: -

(Signature/s of the Tenderer /Authorized person Place:- Full Name/s:

.....

Designation:

Stamp: (

Please put signature and name on every page of Bid Document and Enclosures.)

AGREEMENT

Agreement No.

This agreement made on the _____ day of 2023 between the Secretary Srimanta Sankaradeva Kalakshetra at Panjabari, Assam, Guwahati-37[Hereinafter called "the Employer"] and(Hereinafter called "the Bidder/ Firms" of the other part.) Whereas the Employer is desirous that the consultant should execute the work of **"Repair, Renovation of Store Room, Path Way at Artist Village of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for the year 2021-22"**

and the Employer has accepted the quotation of rates submitted by the Consultant for the execution and completion of such work and the remedying of any defects therein, at a costof estimated project cost

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expression shall have the same meanings as are respectively assigned to them in the conditions hereinafter referred to and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the bidder/Firms as hereinafter mentioned, the bidder/ Firms hereby covenants with the Employer to execute and complete the works and remedy any defects therein in conformity in all aspects with the provision of the contract.
3. The Employer hereby covenants to pay the bidder/ Firms in consideration of the execution and completion of the Works and the remedying the defects wherein Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
4. The following documents shall be deemed to form and be ready and construed as part of this Agreement viz.
 - i. Letter of Acceptance.
 - ii. eligibility criteria

In witnessed whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Signed, Sealed and delivered by the said Secretary Srimanta Sankaradeva Kalakshetra at Panjabari, Assam, Guwahati-37, and the Contractor (i.e. the Consultant)

In the presence of: _____

Binding Signature of Employer _____

Binding Signature of Contractor (i.e. the Consultant) _____

SECURITIES AND OTHER FORMS

UNDERTAKING

(For validity of the Bid)

I, the undersigned do hereby undertake that our firm M/s _____
_____ agree to abide by this bid for a period of 180 days for _____ the
date fixed for receiving the same and it shall be binding on us and may be accepted at any time before the
expiration of that period.

(Signed by an Authorized Officer of the firm)

Title of Officer

Name of Firm

UNDERTAKING

I, the undersigned do hereby undertake that our firm M/s _____
_____ would invest a minimum cash up to 25% of the value of the work during
implementation of the contract.

(Signed by an Authorised Officer of the firm)

Title of Officer

Name of Firm

DATE

BOQ (BILL OF QUANTITY)

<p align="center"><i>"Repair, Renovation of Store Room ,Path Way at Artist Village of Srimanta Sankardeva Kalakshetra Society , Panjabari, Guwahati-37 for the year 2021-22.</i></p>						
Sl. No.	Specification	Unit	Qty	Rate in figure	Rate in words	Amount
1	Demolishing cement concrete manually/ by mechanical means including disposal of material within 50 metres lead as per direction of Engineer - in - charge. 15.2.1 Nominal concrete 1:3:6 or richer mix (i/c equivalent design mix) cum	Cum	11.440			
2	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, holdfasts etc. complete and stacking within 50 metres lead 15.12.1 Of area 3 sq. metres and below	Sqm	2.00			
3	Brick work with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in superstructure above plinth level up to floor V level in all shapes and sizes in : 6.4.1 Cement mortar 1:4 (1 cement : 4 coarse sand)	Cum	5.46			
4	Brick on edge flooring with bricks of class designation 7.5 on a bed of 12 mm cement mortar, including filling the joints with same mortar, with common burnt clay non modular bricks: 11.1.1 1:4 (1 cement : 4 coarse sand)	Sqm	22.00			

5	<p>52 mm thick cement concrete flooring with concrete hardener topping, under layer 40 mm thick cement concrete 1:2:4 (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size) and top layer 12 mm thick cement hardener consisting of mix 1:2 (1 cement hardener mix : 2 graded stone aggregate 6 mm nominal size) by volume, hardening compound mixed @ 2 litre per 50 kg of cement or as per anufacturer's specifications. This includes cost of cement slurry, but excluding the cost of nosing of steps etc. complete.</p>	<i>Sqm</i>	22.00			
6	<p>Earth work in surface excavation not exceeding 30 cm in depth but exceeding 1.5 m in width as well as 10 sqm on plan including getting out and disposal of excavated earth upto 50 m and lift upto 1.5 m, as directed by Engineer-in-Charge: 2.1.1 All kinds of soil</p>	<i>Sqm</i>	18.210			
7	<p>Supplying and filling in plinth with sand under floors, including watering, ramming, consolidating and dressing complete.</p>	<i>Cum</i>	3.040			
8	<p>Cement concrete flooring 1:2:4 (1 cement : 2 coarse sand : 4 graded stone aggregate) finished with a floating coat of neat cement, including cement slurry, but excluding the cost of nosing of steps etc. complete. 11.3.1 40 mm thick with 20 mm nominal size stone aggregate</p>	<i>Sqm</i>	18.21			
9	<p>Cement plaster skirting up to 30 cm height, with cement mortar 1:3 (1 cement : 3 coarse sand), finished with a floating coat of neat cement. 11.6.1 18 mm thick</p>	<i>Sqm</i>	11.79			
10	<p>Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.</p>	<i>Sqm</i>	195.14			

11	Applying one coat of water thinnable cement primer of approved brand and manufacture on wall surface : 13.43.1 Water thinnable cement primer	Sqm	212.34			
12	Wall painting with plastic emulsion paint of approved brand and manufacture to give an even shade: 13.98.1 One or more coats on old work	Sqm	212.34			
13	Providing and fixing panelled or panelled and glazed shutters for doors, windows and clerestory windows, fixing with butt hinges of required size with necessary screws, excluding panelling which will be paid for separately, all complete as per direction of Engineer-in-charge. (Note:- Butt hinges and necessary screws shall be paid separately) 9.5.1 Second class teak wood 9.5.1.1 35 mm thick shutters	Sqm	2.00			
14	Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply, including all CPVC plain & brass threaded fittings, including fixing the pipe with clamps at 1.00 m spacing. This includes jointing of pipes & fittings with one step CPVC solvent cement and testing of joints complete as per direction of Engineer in Charge. 18.7.6 50 mm nominal dia Pipes	Meter	6.00			
15	13.48.2 Painting wood work with Deluxe Multi Surface Paint of required shade. Two or more coat applied @ 0.90 ltr/10 sqm over an under coat of primer applied @0.75 ltr/10 sqm of approved brand and manufacture	Sqm	2.00			
16	Applying priming coat: 13.50.1 With ready mixed pink or Grey primer of approved brand and manufacture on wood work (hard and soft wood)	Sqm	2.00			

17	Treatment of soil under existing floors using chemical emulsion @ one litre per hole, 300 mm apart including drilling 12 mm diameter holes and plugging with cement mortar 1 :2 (1 cement : 2 Coarse sand) to match the existing floor: 2.35.3.1 With Chlorpyriphos/Lindane E.C. 20% with 1% concentration	<i>Sqm</i>	22.00			
18	Treatment at points of contact of wood work by chemical emulsion Chlorpyriphos/ Lindane (in oil or kerosene based solution) @ 0.5 litres per hole by drilling 6 mm dia holes at downward angle of 45 degree at 150 mm centre to centre and sealing the same.	<i>Rm</i>	1.00			