

BIDDING DOCUMENT

FOR THE WORK

“Audio-Video & still Photo Documentation work of Eminent Theatre personalities & age-old Organization of Assam”



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

H/A : 2205-00-102-0693-000-32-99-SOPD-G-V-GA

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

No. SSK/Theatre Archive/Budget/154/2022

Dated Guwahati the 30th June 2023

NOTICE INVITING QUOTAION (NIQ)

The Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37, Assam, invites quotation from registered firm dealing with the works of still photography and Audio- Video Documentation and editing etc. having experience in similar nature of work, for the following work. Details may be seen in the www.kalakshetraassam.gov.in official website of Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37 and also in the office of the undersigned during office hours from 01-07-2023 to 15-07-2023.

| Sl. No. | Name of Work | Approx. Value of the project, | Time of completion | <u>Bid Security</u> (2% for General, and 1% for Reserved category | <u>Bid Security and cost of RFP to be drawn in favour of</u> | Cost of RFP Document |
|---------|--|--|-----------------------|---|---|----------------------|
| 1 | “Audio-Video & still Photo Documentation work of Eminent Theatre personalities & age-old Organization of Assam” including editing etc. | Rs.2.50 Lakh (Rupees two lakh fifty thousand) only | 25 (Twenty five) Days | Rs. 5000.00 for General Category or Rs 2500/- for reserved Category | “Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 | Rs. 50/- |

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/Theatre Archive/Budget/154/2022

Dated Guwahati the 30th June’ 2023

Copy to,

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

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

ACTIVITY SCHEDULE FOR THE WORK

“Audio-Video & still Photo Documentation work of Eminent Theatre personalities & age-old Organization of Assam”

| Sl. No. | Schedule | Start Date | Start Time | End Date | End Time |
|---------|---|------------|------------|------------|----------|
| 1 | Publishing Date | 01-07-2023 | 4.00 PM | | |
| 2 | Tender Download | 01-07-2023 | 11.00 AM | 15-07-2023 | 2.00PM |
| 3 | Pre Bid Meeting Date | 07-07-2023 | 12.00 AM | - | - |
| 4 | Bid Submission Date | 01-07-2023 | 2.00 PM | 15-07-2023 | 2.00PM |
| 5 | Technical Bid Opening Date (Cover-1) | 15-07-2023 | 3.00 PM | - | - |
| 6 | Financial Bid Opening Date (Cover-2) | 15-07-2023 | 3.00 PM | | |

SECTION I

Scope of Work:

Camera & Light Requirements-

1. Sony a7 iv camera – 2 piece
2. Lenses – zoom lens, 25mm, 35mm, 50mm, 85mm
3. Lights – apputure 600 – 2 piece
4. Gimbal – 1 piece
5. Tripod – 2 piece

Sound Requirements-

1. Zoom f8n recorder
2. Lpel
3. Boom mike

A. Applicant's eligibility criteria

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

1. Bidders should be registered in photo documentation
2. The Total volume of works performed in the last 3 years should be 30% of the quoted Value.
 - i) 2010-2021
 - 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 quoted value.
4. The bidder must be a profit making one for the last three years.
5. The bidder must have valid GST registration certificate.
6. The bidder must provide photo copy of Pan Card.
7. Undertaking that the bidder will be able to invest a minimum cash of 25% of contract value of work, during implementation of the work.
8. Information regarding any litigation, current or during the last five years in which the Bidder is involved, the parties concerned, and disputed amount.
9. In the event of date of bid opening being a holiday, the activities will take place on the next working day.
10. Hard copy the Technical and Financial bids are to be submitted at the Office chamber of the undersigned on or before 15-07-2023 up to 14.00 hrs.
11. Along with the hard copy of the Technical bid, the following documents (in original) must also be submitted on or before 15 -07-2023 up to 14.00 hrs:
 - a) 1) Affidavit, 2) Bank certificate (credit facility/solvency certificate), 3) Power of Attorney (if Any), 6) 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) The bidders have to furnish Solvency Certificate from nationalized bank.
 - 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) Bid validity 180 (one hundred eighty) days.

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.** Bid 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 Bid at any stage without Assigning any reason thereof.

5. The Bid security of the successful bidder will be discharged when the bidder has signed the Agreement and furnish the Performance security.
6. 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)
7. Time of completion 30 (Thirty) Days
8. 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.
9. The expenditure is debit able under the H/A – 2205-00-102-0693-000-32-99-SOPD –G-V-GA for the financial year 2022-2023.

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 H/A – 2205-00-102-0693-000-32-99-SOPD –G-V-GA for the financial year 2022-2023.

G. LATE BIDS

a) Any Bid received late by the Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 after the deadline will be returned unopened to the bidder.

H. PAYMENTS:

1. 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. 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.

J. 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 warranty period.

B. Confidentiality:

Information relating to evaluation of Bid 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.

C. Technical Bid

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

| SI no | Particulars | |
|-------|--|--|
| 1 | Name of the Bidder/ Firm /Company | |
| 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 | GST No. | |
| 7 | Bid Security (2% for General, and 1% for reserved category) | |

D. Financial bid envelope should contain the following (to be submitted in a separate sealed envelope):

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

E. 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 **“Audio-Video & still Photo Documentation work of Eminent Theatre personalities & age-old Organization of Assam”**

Full Name and signature of the Authorized
Signatory: (With Seal of the Firm/Company)

Designation:

Agency/Firm's Name:

Date and Place

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 **"Audio-Video & still Photo Documentation work of Eminent Theatre personalities & age-old Organization of Assam"** 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 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

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

**SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR
AVAILABILITY OF CREDIT FACILITIES**

BANK CERTIFICATE

This is to certify that M/s _____ is a reputed company with good financial standing. If the contract for the work, namely Construction of "..... is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent Rs..... to meet their working capital requirements for executing the above during the contract period.

(Signature)

Name of the Bank

Senior Bank manager

Address of the Bank

AFFIDAVIT

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also hereby certifies that neither our firm M/s
.....have abandoned any work by CPWD/ State PWD in India nor awarded to us for such works have been rescinded, during the last five years prior to the date of this bid.
3. The undersigned hereby authorize(s) and requested any Bank, person, firm or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
4. The undersigned understand and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the Department/ Project implementing agency.

(Signed by an Authorised Officer of the Firm)

Title of Officer

(Signed by an Authorized Officer of the Firm)

Title of Officer

Name of Firm

Date

(Note: This affidavit should invariably be made in non-judicial stamp paper of specified value)