

# **DRAFT BIDDING DOCUMENT**

## **FOR THE WORK**

**“Repairing of Leakage in the Drain etc ., Dismantling of Tortoise Well & Miscellaneous works including Raising of wall , Painting of front Open Space in 1250 Capacity Auditorium etc. in the Campus of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for the year 2024-2025.”**



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/Misc-Rep/272/2024/8243

Dated Guwahati the 12<sup>th</sup> August'2024

**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](http://www.sankaradevakalakshetra.com) official website of Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37 and also in the office of the undersigned during office hours from 16-08-2024 to 03-09-2024.

Sl. No.	Name of Work	Approx. Value of the project,	Time of completion	Bid Security (2% for General, and 1% for Reserved category)	Bid Security and cost of RFP to be drawn in favour of	Cost of Bid Document
1	"Repairing of Leakage in the Drain etc., Dismantling of Tortoise Well & Miscellaneous works including Raising of wall, Painting of front Open Space in 1250 Capacity Auditorium etc. in the Campus of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for the year 2024-2025."	Rs.6,79,794.00 (Rupees six lakh seventy nine thousand seven hundred ninety four) only	60 (Sixty) Days	Rs. 13,600.00 for General Category or Rs 6,800.00 for reserved Category	"Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37	Rs. 210.00

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

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

Memo No No. SSK/Misc-Rep/272/2024

Dated Guwahati the 12<sup>th</sup> August'2024

Copy to,

1. The Vice Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for favour of your kind information.
2. The Account Branch office of the Secretary Srimanta Sankaradeva Kalakshetra Society, Assam, Panjabari, Guwahati-37 for information.
3. Ramen Haloi, Junior Assistant of SSKS is requested to publish in the official web site [www.sankaradevakalakshetra.com](http://www.sankaradevakalakshetra.com) of SSKS.
4. Notice board / tender file.

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

**ACTIVITY SCHEDULE FOR THE WORK**

**"Repairing of Leakage in the Drain etc ., Dismantling of Tortoise Well & Miscellaneous works including Raising of wall , Painting of front Open Space in 1250 Capacity Auditorium etc. in the Campus of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for the year 2024-2025."**

Sl. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	16-08-2024	11.00 AM		
2	Tender Download	16-08-2024	1.00 PM	03-09-2024	2.00PM
3	Pre Bid Meeting Date	22-08-2024	12.00 AM	-	-
4	Bid Submission Date	16-08-2024	2.00 PM	03-09-2024	2.00PM
5	Technical Bid Opening Date (Cover-1)	03-09-2024	3.00 PM	-	-
6	Financial Bid Opening Date (Cover-2)	03-09-2024	3.00 PM	-	

**SECTION I**

A. Applicant's eligibility criteria

Prospective bidders should have the following minimum qualifying criteria for Participation in Bid 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) 2021-2022
  - ii) 2022-2023
  - iii) 2023-2024
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 & to submit the up to date GST clearance certificate
7. The bidder must provide photo copy of Pan Card.
8. Undertaking that the bidder will be able to invest a minimum cash of 25% of contract value of work, during implementation of the work.
9. Information regarding any litigation, current or during the last five years in which the Bidder is involved, the parties concerned, and disputed amount.
10. In the event of date of bid opening being a holiday, the activities will take place on the next working day.
11. Hard copy the Technical and Financial bids are to be submitted at the Office chamber of the undersigned on or before 03-09-2024 up to 14.00 hrs.
12. Along with the hard copy of the Technical bid, the following documents (in original) must also be submitted on or before 03-09-2024 up to 14.00 hrs:
  - a) i) 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) Original DD/Banker's Cheque for Rs 260/-in favour of **"Secretary Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37** towards cost of BID 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 DSR 2021 for civil, sanitary.

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 BID 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.

l. 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. 210/- ( 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 **“Repairing of Leakage in the Drain etc ., Dismantling of Tortoise Well & Miscellaneous works including Raising of wall , Painting of front Open Space in 1250 Capacity Auditorium etc. in the Campus of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for the year 2024-2025.”**

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 2024 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 **“Repairing of Leakage in the Drain etc ., Dismantling of Tortoise Well & Miscellaneous works including Raising of wall , Painting of front Open Space in 1250 Capacity Auditorium etc. in the Campus of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for the year 2024-2025.”**

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 Bid Price of .....

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) \_\_\_\_\_



BOQ (BILL OF QUANTITY)

<p align="center"><u>Name of Work</u>  <u>“Repairing of Leakage in the Drain etc ., Dismantling of Tortoise Well &amp; Miscellaneous works including Raising of wall , Painting of front Open Space in 1250 Capacity Auditorium etc. in the Campus of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for the year 2024-2025.”</u></p>						
Sl no	Description of Work / Item(s)	Unit	Qty	Rate in figure	Rate in Rupees	Amount
1	Demolishing brick work manually/ by mechanical means including stacking of serviceable material and disposal of unserviceable material within 50 metres lead as per direction of Engineer-in-charge. 15.7.4 In cement mortar	Cum	10.04			
2	Demolishing R.C.C. work manually/ by mechanical means including stacking of steel bars and disposal of unserviceable material within 50 metres lead as per direction of Engineer - in- charge. (Auditorium Complex)	cum	22.46			
3	Ordinary Labour for stacking serviceable material and disposal of unserviceable material within 50 metres lead. Ordinary Labour (Removing banana trees Surrounding of Lalit Kala Bhawan)	Nos	34.00			
4	Cleaning of chocked sewer line by diesel running vehicle mounting hydraulic operated high pressure suction cum jetting sewer cleaning machine fitted with pump having 4000 litres suction capacity and 6000 litres water jetting tank capacity including skilled operator, supervising engineer etc. for cleaning and partial desilting of manholes and dechocking of sewer lines. Dechocking and flushing of sewer line from one manhole to another by high pressure jetting system of 2200 PSI for sewer line from 150mm dia upto 300mm	meter	80.00			

5	Taking out C.I. cover with frame from R.C.C. top slab of inspection chambers of various sizes including demolishing of R.C.C. work manually/ by mechanical means and stacking of useful materials near the site and disposal of unserviceable materials within 50 metres lead as per direction of Engineer-in-charge. 15.40.2 Thickness above 40 mm up to 75 mm	each	10.00			
6	Providing precast R.C.C slab over drain ,septic tank etc. in prop. 1:2:4 reinforced with 10mm M.S. bar @ 150mm centre both ways tying with 20 gauge black annealed wire with necessary shuttering , curing etc. complete including fixing in position as directed.b) 75mm thick slab	Sqm	5.40			
7	Removing white or colour wash by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete	Sqm	110.25			
8	Applying one coat of water thinnable cement primer of approved brand and manufacture on wall surface : 13.43.1 Water thinnable cement primer	Sqm	110.25			
9	Wall painting with acrylic emulsion paint of approved brand and manufacture to give an even shade : 13.60.1 Two or more coats	Sqm	110.25			
10	Applying priming coat With ready mixed red oxide zinc chromate primer of approved brand and manufacture on steel galvanised iron/steel works	sqm	20.05			
11	13.52 Finishing with Epoxy paint (two or more coats) at all locations prepared and applied as per manufacturer's specifications including appropriate priming coat, preparation of surface, etc. complete. 13.52.1 On steel work	sqm	20.05			
12	Excavating, supplying and filling of local earth (including royalty) by mechanical transport upto a lead of 5km also including ramming and watering of the earth in layers not exceeding 20 cm in trenches, plinth, sides of foundation etc. complete.	cum	124.77			



13	Surface dressing of the ground including removing vegetation and inequalities not exceeding 15 cm deep and disposal of rubbish, lead up to 50 m and lift up to 1.5 m. 2.28.1 All kinds of soil	Sqm	444.00			
14	Earth work in excavation by mechanical means (Hydraulic excavator) / manual means in foundation trenches or drains (not exceeding 1.5 m in width or 10 sqm on plan), including dressing of sides and ramming of bottoms, lift upto 1.5 m, including getting out the excavated soil and disposal of surplus excavated soil as directed, within a lead of 50 m.2.8.1 All kinds of soil	cum	0.86			
15	Dry brick on edge flooring in required pattern with bricks of class designation 7.5 on a bed of 12 mm mud mortar, including filling joints with Jamuna sand, with common burnt clay non modular bricks.	cum	1.44			
16	Brick work with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in foundation and plinth in: 6.1.1 Cement mortar 1:4 (1 cement : 4 coarse sand)	cum	21.09			
17	15 mm cement plaster on the rough side of single or half brick wall of mix : 13.2.1 1:4 (1 cement: 4 fine sand)	Sqm	46.14			
18	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level :) 1:2:4 (1 Cement : 2 coarse sand (zone-III) derived from natural sources : 4 graded stone aggregate 40 mm nominal size derived from natural sources)	cum	7.34			
19	Steel reinforcement for R.C.C. work including straightening, cutting, bending, placing in position and binding all complete upto plinth level. 5.22.6 Thermo-Mechanically Treated bars of grade Fe-500D or more.	kg	78.00			

20	Providing and fixing stainless steel ( Grade 304) railing made of Hollow tubes, channels, plates etc., including welding, grinding, buffing, polishing and making curvature (wherever required) and fitting the same with necessary stainless steel nuts and bolts complete, i/c fixing the railing with necessary accessories & stainless steel dash fasteners , stainless steel bolts etc., of required size, on the top of the floor or the side of waist slab with suitable arrangement as per approval of Engineer-incharge, (for payment purpose only weight of stainless steel members shall be considered excluding fixing accessories such as nuts, bolts, fasteners etc.).	kg	134.40			
21	Chipping of unsound/weak concrete material from slabs, beams, columns etc. with manual Chisel and/ or by standard power driven percussion type or of approved make including tapering of all edges, making square shoulders of cavities including cleaning the exposed concrete surface and reinforcement with wire brushes etc. and disposal of debris for all lead and lifts all complete as per direction of Engineer-In-Charge	kg	64.00			
22	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade : 13.99.1 One or more coats on old work	Sqm	984.10			
22	Varnishing with varnish of approved brand and manufacture : 13.67.1 Two or more coats of glue sizing with copal varnish over an under coat of flatting varnish	Sqm	141.53			