

RFP (REQUEST FOR PROPOSAL)

FOR THE WORK

“Supply, Installation and Testing Commission of Package AC System with other accessories at 300 Capacity Auditorium at Srimanta Sankaradeva Kalakshetra Society Campus”



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

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SRIMANTA SANKARADEVA KALAKSHETRA SOCIETY
PANJABARI, GUWAHATI – 37, ASSAM

No. SSK/300/AC/Elec./2017

Dated Guwahati the 22nd March'2022

NOTICE INVITING TENDER (NIT)

The Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37, Assam, invites fresh bids for the following work, from APWD registered contractor (Elect) / Manufacturer / Dealer of Manufacturer 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 28-03-2022 to 11-04-2022.

Sl. No.	Name of Work	Approx. Value of the project including all taxes	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	"Supply, Installation and Testing Commission of Package AC System with other accessories at 300 Capacity Auditorium at Srimanta Sankaradeva Kalakshetra Society Campus"	Rs.20,000,00.00 Lakh (Rupees twenty lakh) only	75 (Seventy five) Days	Rs. 20,000.00 for General Category or Rs 10,000.00 for reserved Category	"Secretary Srimanta Sankaradeva Kalakshetra Society , Panjabari, Guwahati-37"	Rs. 400/-

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.

Dated Guwahati the 22nd March'2022

Memo No. SSK/300/AC/Elec./2017

Copy to,

1. The P.P.S to the Hon'ble Chief Minister, Govt. of Assam , Dispur, Guwahati-6 for favour of kind information and kind appraisal to the Hon'ble Chief Minister, Govt. of Assam & Chairman of Srimanta Sankaradeva Kalakshetra Society.
2. The P.S. to the Hon'ble Minister of Cultural Affairs, Dispur, Guwahati-6 for favour of kind information and kind appraisal to the Hon'ble Minister of Cultural Affairs, Govt. of Assam
3. The P.S. to the Additional Chief Secretary to the Govt. of Assam, Cultural Affairs Department, Dispur, Guwahati-6 for favour of kind information.
4. The Vice Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for favour of your kind information.
5. The Director of Cultural Affairs, Rabindra Bhawan, Ambari, Guwahati-1 for favour of kind information.
6. The Director of Information and Public Relations, Govt. of Assam, Dispur, Guwahati-6, with a request to publish the notice in 2(two) consecutive issues of 2(two) nos. of widely circulated local newspapers, one in English (Assam Tribune) and one in an Assamese daily newspaper (Asomiya Pratidin), on or before 24-03-2022, and is requested to furnish the circulated Newspapers (one copy of each issue) to the undersigned.
7. The Account Branch, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for favour of your kind information & necessary.
8. Notice board / tender file.

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

ACTIVITY SCHEDULE FOR THE WORK

“Supply, Installation and Testing Commission of Package AC System with other accessories at 300 Capacity Auditorium at Srimanta Sankaradeva Kalakshetra Society Campus”

Sl. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	28-03-2022	11.00 AM		
2	Tender Download	28-03-2022	1.00 PM	11-04-2022	2.00PM
3	Pre Bid Meeting Date	05-04-2022	12.00 AM	-	-
4	Bid Submission Date	28-03-2022	2.00 PM	11-04-2022	2.00PM
5	Technical Bid Opening Date (Cover-1)	11-04-2022	3.00 PM	-	-
6	Financial Bid Opening Date (Cover-2)	11-04-2022	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/Electrical) / Manufacturer / SDealer of Manufacturer for the works
2. The Total volume of the noted works performed in the last 3 years should be 30% of the estimated Value.

- i) 2019-2020
- ii) 2020-2021
- iii) 2021-2022

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. 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 13-04-2022 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 13-04-2022 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 upto 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 400/- in favour of **"Secretary Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37** towards cost of RFP document for the job.
 - d) The bidders have to furnish Solvency Certificate from nationalised bank.
 - e) 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.
 - f) Price level as per A.P.W.D. latest Schedule of rates 2013-2014.

B. Others:

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

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 Sankardeva 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 debitable to the Head of Account –“ 2205 , Minor head 102 sub head 0693 detail head 32 scheme SOPD(G)”

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. QUALITY CONTROL

- a) The Engineer shall check the Contractor’s work and notify the Contractor of any defects that are found. Such checking shall not affect the contractor’s responsibilities. The Engineer may instruct the Contractor to search for a Defect and to uncover and test any work that the Engineer considers may have a Defect.
- b) If the Engineer instructs the Contractor to carry out a test not specified in the Specification to

check whether any work has a Defect and the test shows that it does, the Contractor shall pay for the test and any samples.

- c) The Engineer shall give notice to the Contractor of any Defects before the end of the Defects Liability Period, which begins at Completion and is defined in the Contract Data. The Defects Liability Period shall be extended for as long as Defects remain to be corrected.
- d) Every time notice of a Defect is given, the Contractor shall correct the notified Defect within the length of time specified by the Engineer's notice.

H. SPECIAL CONDITIONS OF CONTRACT (SCC)

a) SITE INFORMATION:

- i) The Project site is situated at Srimanta Sankaradeva Kalakshetra , Panjabari, Guwahati-37.

b) MATERIALS

- i) No. brick bats should be used in the floor soling.
- ii) The Contractor shall maintain a goods store for storing cement. The flooring of the storage house, the clearance of cement bags from the sidewalls etc shall be as instructed by the Engineer – In – Charge or his authorized representatives.
- iii) The cement store shall be open for supervision and verification by the Engineer-in-charge or his authorized representatives at any time when he feels the need to do so along with the Contractor's representatives.

c) REINFORCEMENT BARS

- i) Reinforcement bars to be used should be in conformity with relevant IS Code of practice and as per specification mentioned in BOQ (BILL OF QUANTITY)
- d) No work beyond the scope of the sanctioned estimate leading either to increase in the scope of the work or change in specifications should be undertaken without obtaining prior written approval from the competent authority.
- e) The work shall be executed as per Tender specifications, IS codes of practice with amendments from time to time.
- f) Video and Still Photography of the work before and after execution of the work should be invariably done and records submit to the Secretary , Srimanta Sankaradeva Kalakshetra Society , Panjabari, Guwahati-37.

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.
- g) The bidder may submit any questions in writing to the Secretary, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 on the day of the meeting.
- h) 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.
- i) Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

I. 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.

J. COST CONTROL

- a) The Bill of Quantities shall contain items for the construction, installation, testing, and commissioning work to be done by the Contractor.
- b) The Bill of Quantities is used to calculate the Contract Price. The Contractor is paid for the quantity of the work done at the rate in the Bill of Quantities for each item.
- c) If the final quantity of the work done differs from the quantity in the Bill of Quantities for the particular item by more than 25 percent provided the change is attributed to the Department i.e., either the B.O.Q. is prepared by the department or variation is due to change/ modification ordered by the Department and the same exceeds 1% of initial Contract Price, the Engineer shall adjust the rate to allow for the change, duly considering,
 - c) Justification for rate adjustment as furnished by the contractor.
 - d) There cannot be any supplementary items

K. PAYMENT CERTIFICATES

- d) The Contractor shall submit to the Engineer monthly statements of the estimated value of the work completed.
- e) The Engineer shall check the Contractor's monthly statement within 14 days and certify the amount to be paid to the Contractor after taking into account any credit or debit for the month in question in respect of materials for the works in the relevant amounts. The payment will be made according to the availability of fund.
- f) The value of work executed shall be determined by the Engineer.
- g) The value of work executed shall comprise the value of the quantities of the items in the Bill of Quantities completed.
- h) The value of work executed shall include the valuation of variations and Compensation Events.
- i) The Engineer may exclude any item certified in a previous certificate or reduce the proportion of any item previously certified in any certificate in the light of later information.

L. PAYMENTS:

- a) 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.

- b) 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.

O. 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.

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 Sankardeva 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. 200/- (Two 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 **“Supply, Installation and Testing Commission of Package AC System with other accessories at 300 Capacity Auditorium at Srimanta Sankaradeva Kalakshetra Society Campus”**

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 2022 between the Secretary Srimanta Sankardeva 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 **“Supply, Installation and Testing Commission of Package AC System with other accessories at 300 Capacity Auditorium at Srimanta Sankaradeva Kalakshetra Society Campus”** 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 Sankardeva 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 Authorised Officer of the firm)

Title of Officer

Name of Firm

**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 Authorised 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)