

## **RFP (REQUEST FOR PROPOSAL)**

### **FOR THE WORK**

"Repairing & Maintenance Works at Srimanta Sankaradeva Kalakshetra Society Campus for the year 2022-23 (Clearance of Garbage, Drain and Providing repairing of Chain link Fencing)".



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

OFFICE OF THE SECRETARY  
SRIMANTA SANKARDEVA KALAKSHETRA SOCIETY  
PANJABARI, GUWAHATI -37

No. SSK/Rep –Maint./W/202/2022

Date 11<sup>th</sup> January 2023

**NOTICE INVITING QUOTATION**

The Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37, Assam, invites Quotation affixing court fee stamps of Rs. 8.25 (Rupees eight and twenty five paise) only from Register Contractor of APWD (Bldg) for the following 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 13-01-2023 to 27-01-2023

Sl. No.	Name of Work	Approx. Value of the work,	Time of completion	<u>Bid Security</u> (2% for General, and 1% for Reserved category)	<u>Bid Security to be drawn in favour of</u>
1	"Repairing & Maintenance Works at Srimanta Sankaradeva Kalakshetra Society Campus for the year 2022-23 (Clearance of Garbage, Drain and Providing repairing of Chain link Fencing)".	Rs.2,23,785.00 (Rupees two lakh twenty three thousand seven hundred eighty five) only	15 (Fifteen) Days only	Rs. 4,500.00 for General Category or Rs 2,250.00 for reserved Category	"Secretary Srimanta Sankaradeva Kalakshetra Society , Panjabari, Guwahati-37

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-37.

Memo. No. SSK/Rep –Maint./W/202/2022

Date 11<sup>th</sup> January 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 information.
3. Notice board / tender file.

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

ACTIVITY SCHEDULE FOR THE WORK

"Repairing & Maintenance Works at Srimanta Sankaradeva Kalakshetra Society Campus for the year 2022-23 (Clearance of Garbage, Drain and providing repairing of Chain link Fencing)".

Sl. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	13-01-2023	11.00 AM		
2	Tender Download	13-01-2023	1.00 PM	27-01-2023	2.00PM
3	Pre Bid Meeting Date	21-01-2023	12.00 AM	-	-
4	Bid Submission Date	13-01-2023	1.00 PM	27-01-2023	2.00PM
5	Technical Bid Opening Date (Cover-1)	27-01-2023	3.00 PM	-	-
6	Financial Bid Opening Date (Cover-2)	27-01-2023	3.00 PM		

**SECTION I**

A. Applicant's eligibility criteria

Prospective bidders should have the following minimum qualifying criteria for Participation/issue of RFP document:

1. The bidder must be registered contractor under APWD (Building) and have extensive experience in the relevant field of work.
2. In the event of date of bid opening being a holiday, the activities will take place on the next working day.
3. Hard copy the Technical and Financial bids are to be submitted at the Office chamber of the undersigned on or before 27-01-2023 up to 14.00 hrs.
4. Along with the hard copy of the Technical bid, the following documents (in original) must also be submitted on or before 27-01-2023 up to 14.00 hrs:
  - (a) 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.**
  - (b) Cost of bid in the form of Original DD/Banker's Cheque for Rs 100/-in favour of **"Secretary Srimanta Sankaradeva Kalakshetra, Panjabari, Guwahati-37** towards cost of RFP document for the job.
  - d) The bidder must have valid GST registration certificate.
  - e) The bidder must provide photo copy of Pan Card.
  - f) The bidders have to furnish financial soundness certificate from bank.
  - g) Price level as per C.P.W.D. DSR for 2021(Vol. I , Vol. II).
  - h) 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.

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 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

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.**

F. Source of Funds

The expenditure is dubitable to the Head of Account –**Corpus fund Interest Account**

G. SITE VISIT

The Bidder, at the Bidder’s own responsibility and risk is encouraged to visit and examine Site of Works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for construction of the Works .The cost of visiting the Site shall be at the Bidder’s own expense.

## 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/- ( Rupees 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 & Maintenance Works at Srimanta Sankaradeva Kalakshetra Society Campus for the year 2022-23 (Clearance of Garbage, Drain and providing repairing of Chain link Fencing)**".

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 contractor should execute the work of "**Repairing & Maintenance Works at Srimanta Sankaradeva Kalakshetra Society Campus for the year 2022-23 (Clearance of Garbage, Drain and Providing repairing of Chain link Fencing)**". and the Employer has accepted the quotation of rates submitted by the Contractor for the execution and completion of such work and the remedying of any defects therein.

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 covenant 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 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 \_\_\_\_\_

## BOQ (BILL OF QUANTITY)

**Name of Work:**

"Repairing & Maintenance Works at Srimanta Sankaradeva Kalakshetra Society Campus for the year 2022-23 (Clearance of Garbage, Drain and Providing repairing of Chain link Fencing)".

Sl no	Description of Item	Qty	Unit	Rate in figure	Rate in words	Amount
1	Clearance of Garbage accumulated surrounding area of Kalakshetra and disposal of the same within the area of the campus as directed.	341.00	Cum			
2	Earth work in excavation by mechanical means (Hydraulic excavator)/ manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead up to 50 m and lift up to 1.5 m, as directed by Engineer-in charge. 2.6.1 All kinds of soil	4.5	Cum			
3	Providing and laying cement concrete in kerbs, steps and the like at or near ground level excluding the cost of centering, shuttering and finishing. 4.4.1 1:1½:3 (1 Cement: 1½ coarse sand(zone-III) derived from natural sources : 3 graded stone aggregate 20 mm nominal size derived from natural sources)	3.50	cum			
4	Providing and fixing G.I. chain link fabric fencing of required width in mesh size 25x25 mm made of G.I. wire of dia 3 mm including strengthening with 2 mm dia wire or nuts, bolts and washers as required complete as per the direction of Engineer-in-charge.	99.00	Sq m			