

RFP (REQUEST FOR PROPOSAL)

FOR THE WORK

"Miscellaneous Repairing & Renovation works including Painting of Trees etc. in the campus of Srimanta Sankaradeva Kalakshetra Society for the year 2022-23"



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

OFFICE OF THE SECRETARY
SRIMANTA SANKARADEVA KALAKSHETRA SOCIETY
PANJABARI, GUWAHATI- 781037

No. SSK/Miscellaneous-W/209/2022

Dated Guwahati, the 14th February'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 work "**Miscellaneous Repairing & Renovation works including Painting of Trees etc. in the campus of Srimanta Sankaradeva Kalakshetra Society for the year 2022-23**"

- 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 14-03-2023 to 03/04/2023.
- Bid security 2% for General and 1% for Reserved category of quoted value must be submit in the form of Bank Gurantee/FD from a Nationalize bank in favour of " Secretary SrimantaSankaradevaKalakshetra Society", Panjabari, Guwahati-37.
- The bidder must be a registered contractors under APWD (Building), or any Govt. Department having requisite experience in similar nature work.
- The bidders have to furnish financial soundness certificate from bank.
- The Last date of submission of quotation on 03-04-2023 at 14:00 hrs.
- The bidder must have valid GST registration certificate.
- The bidder must provide photo copy of Pan Card.
- The Quoted price should be inclusive of all taxes.
- 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 contractor for the work. The cost of visiting the site shall be at the Bidder's own expense.
- The Secretary, Srimanta Sankaradeva Kalakshetra has right to accept or reject any or all of the Tender without showing any reason whatsoever.

Secretary

SrimantaSankaradevaKalakshetra Society
Panjabari, Guwahati-37.

Dated Guwahati, the 14th February'2023

Memo. No. SSK/Miscellaneous-W/209/2022

Copy to:

1. The Vice-Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-781037 for favour of your kind information.
2. Notice Board/ Tender file.

Secretary

Srimanta Sankaradeva Kalakshetra Society
Panjabari, Guwahati-37.

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. Experience of providing at least two projects of Rs. 2.00 Lakh
3. Average annual turnovers during the last three consecutive years shall be not less than Rs. 5.00 lakhs.
4. In the event of date of bid opening being a holiday, the activities will take place on the next working day.
5. Hard copy the Technical and Financial bids are to be submitted at the Office chamber of the undersigned on or before 03-04-2023 up to 14.00 hrs.
6. Along with the hard copy of the Technical bid, the following documents (in original) must also be submitted on or before 03-04-2023 up to 14.00 hrs:
 - (a) Original Power of Attorney for signing the BID, if any
 - (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 bidder must have valid GST registration certificate.
 - (d) The bidder must provide photo copy of Pan Card.
 - (e) The bidders have to furnish financial soundness certificate from bank.
 - (f) 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.

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. 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 7 (seven) 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 180 (One hundred eighty) 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	
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 operation and maintenance of Children Park in Srimanta Sankaradeva Kalakshetra at Panjabari, Assam, Guwahati-37

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 "**Miscellaneous Repairing & Renovation works including Painting of Trees etc. in the campus of Srimanta Sankaradeva Kalakshetra Society for the year 2022-23**"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 WITHNESSETH 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)

"Miscellaneous Repairing & Renovation works including Painting of Trees and Septic tank etc. in the campus of Srimanta Sankaradeva Kalakshetra Society for the year 2022-23"

Sl no	Description of Items	Units	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. 15.2.2 Nominal concrete 1:4:8 or leaner mix (i/c equivalent design mix)	Cum	0.43			
2	Dismantling wooden trellis work excluding frames but including stacking the serviceable material within 50 metres lead.(Demolishing Reception counter of Museum Building manually as per direction of Engineer - in - charge.)	Sqm	10.80			
3	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	0.38			
4	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	Sqm	1.62			
5	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level : 4.1.3 1:2:4 (1 cement : 2 coarse sand derived from natural sources : 4 graded stone aggregate 20 mm nominal size derived from natural sources)	Cum	0.16			
6	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	Sqm	4.32			
7	Half brick masonry with common burnt clay F.P.S. (non modular) bricks of class designation 7.5 in foundations and plinth in : 6.12.1 Cement mortar 1:3 (1 cement : 3 coarse sand)	Sqm	4.32			

8	Providing Antiskid Tiles of approved quality size, shape not less than 8mm on floor, skirting over a cement mortar bed 15mm thick of 1:3 (1 cement: 3 coarse sand) approved make fix with Fix-A-Tile (Choksey/Sika/Pedelite/Rouf)/ white cement complete at all level as specified and Directed.i) Normal range (Sizes 300 mm x 300mm and above)(a) Orient made: Galaxy Brown, Galaxy crema, Galaxy Pink, Galaxy Green, Pulsar Beige, Pulsar Blue, Pulsar Dove, Pulsar Pink, Burj Brown, Burj Green, Burj Slate	Sqm	7.20
9	Removing white or colour wash by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete	sqm	3597.34
10	Finishing walls with water proofing cement paint of required shade : 13.44.1 (Two or more coats applied @ 3.84 kg/10 sqm)	sqm	3597.34
11	Clearance of service septic tank and removing the night soil and debris etc. manually from the tank/chamber to a distant place preferably during holidays or at night by bailing out the deposited night soil, buring the same in nearby trenches/pits which has been dug earlier and covering the same. The service septic tank is cleaned with clear water and completed as directed by the Department. (b) For 100 users	Each	1.00
12	Cleaning & clearing the inspection chamber which is partly filled with night soil connected to septic tank soak pit with both side soil pipe of length 1.80m manually and disposed off the block by pushing with bamboo Kamis as directed by the Department.	Each	13.00
13	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. a) 100mm thick slab	Sqm	14.04