

DRAFT BIDDING DOCUMENT

NAME OF WORK

"Annual Maintenance Contract (AMC) of 1 & 1.5 TR Window A.C. 14 Nos, 1.5 TR Split AC 69 Nos, 2 TR Split A.C. 14 Nos, 2.5 TR Split A.C. 10 Nos, 10 & 15 TR Package AC 2 Nos in the Campus of Srimanta Sankaradeva Kalakshetra, Panjabari Guwahati-37 from 1st July 2025 to 30th June 2026."



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

H/A - SOPD

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

No. SSK/AMC/AC/52/Part-I/2022/

Date 27 - 02-2025

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 for the following items, from registered contractor / Register Firm /Authorized service Dealer for the work **"Annual Maintenance Contract (AMC) of 1 & 1.5 TR Window A.C. 14 Nos, 1.5 TR Split AC 69 Nos, 2 TR Split A.C. 14 Nos, 2.5 TR Split A.C. 10 Nos, 10 & 15 TR Package AC 2 Nos in the Campus of Srimanta Sankaradeva Kalakshetra, Panjabari Guwahati-37 from 1st April 2025 to 31st March 2026"** 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 02-03-2025 to 15-03-2025. All the interested bidders are requested to down load the Bidding 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-37.

Memo. No. SSK/AMC/AC/52/Part-I/2022/

Date 27 - 02-2025

1. The Vice Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for favour of your kind information.
2. 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 02-03- 2025, and is requested to furnish the circulated Newspapers (one copy of each issue) to the undersigned.
3. Notice board / tender file.

Sd/-

Secretary

Srimanta Sankaradeva Kalakshetra Society.
Panjabari, Guwahati-37.

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

No. SSK/AMC/AC/52/Part-I/2022/9794

Date 9th May 2025

RE NOTICE INVITING QUOTATION (RNIQ)

The Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37, Assam, invites Re - Quotation affixing court fee stamps of Rs. 8.25 (Rupees eight and twenty five paise) only for the following items, from registered contractor / Register Firm /Authorized service Dealer for the work **"Annual Maintenance Contract (AMC) of 1 & 1.5 TR Window A.C. 14 Nos, 1.5 TR Split AC 69 Nos, 2 TR Split A.C. 14 Nos, 2.5 TR Split A.C. 10 Nos, 10 & 15 TR Package AC 2 Nos in the Campus of Srimanta Sankaradeva Kalakshetra, Panjabari Guwahati-37 from 1st July 2025 to 30st June 2026"** 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 14-05-2025 to 21-05-2025. All the interested bidders are requested to down load the Bidding 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-37.

Memo. No. SSK/AMC/AC/52/Part-I/2022/9794

Date 9th May 2025

1. The Vice Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 for favour of your kind information.
2. 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 14-05- 2025, and is requested to furnish the circulated Newspapers (one copy of each issue) to the undersigned.
3. Notice board / tender file.

Sd/-

Secretary

Srimanta Sankaradeva Kalakshetra Society.
Panjabari, Guwahati-37.

ACTIVITY SCHEDULE FOR THE WORK

"Annual Maintenance Contract (AMC) of 1 & 1.5 TR Window A.C. 14 Nos, 1.5 TR Split AC 69 Nos, 2 TR Split A.C. 14 Nos, 2.5 TR Split A.C. 10 Nos, 10 & 15 TR Package AC 2 Nos in the Campus of Srimanta Sankaradeva Kalakshetra, Panjabari Guwahati-37 from 1st April 2025 to 31st March 2026

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Sl. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	02-03-2025	11.00 AM		
2	Tender Download	02-03-2025	1.00 PM	15-03-2025	2.00PM
3	Pre Bid Meeting Date	07-03-2025	12.00 AM	-	-
4	Bid Submission Date	03-03-2025	2.00 PM	15-03-2025	2.00PM
5	Technical Bid Opening Date (Cover-I)	15-03-2025	3.00 PM	-	-
6	Financial Bid Opening Date (Cover-2)	15-03-2025	3.00 PM		

RE ACTIVITY SCHEDULE FOR THE WORK

"Annual Maintenance Contract (AMC) of 1 & 1.5 TR Window A.C. 14 Nos, 1.5 TR Split AC 69 Nos, 2 TR Split A.C. 14 Nos, 2.5 TR Split A.C. 10 Nos, 10 & 15 TR Package AC 2 Nos in the Campus of Srimanta Sankaradeva Kalakshetra, Panjabari Guwahati-37 from 1st July 2025 to 30th June 2026 "

Sl. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	14-05-2025	11.00 AM		
2	Tender Download	14-05-2025	1.00 PM	21-05-2025	2.00PM
3	Pre Bid Meeting Date	16-05-2025	12.00 AM	-	-
4	Bid Submission Date	14-05-2025	2.00 PM	21-05-2025	2.00PM
5	Technical Bid Opening Date (Cover-1)	21-05-2025	3.00 PM	-	-
6	Financial Bid Opening Date (Cover-2)	21-05-2025	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 should be from registered contractor / Register Firm /Authorized service Dealer and have extensive experience in the relevant field of work.
2. Experience of providing at least two similar projects of last 5 (five) years
3. In the event of date of bid opening being a holiday, the activities will take place on the next working day.
4. Hard copy the Technical and Financial bids are to be submitted at the Office chamber of the undersigned on or before 21-05-2025 up to 14.00 hrs.
5. Along with the hard copy of the Technical bid, the following documents (in original) must also be submitted on or before 21-05-2025 up to 14.00 hrs:
 - (a) Original Power of Attorney for signing the BID, if any
 - (b) BID Security 2% for General, and 1% for reserved category of quoted value must be submit in the form of Bank Guarantee/FD from a Nationalize bank in favour of "Secretary Srimanta Sankaradeva Kalakshetra Society , 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. Scope of Work:

1. Inspecting the AC's and carrying out preventive maintenance quarterly or as per the requirement.
2. Checking the refrigeration system motor and starters for performance and ensuring the overall healthy condition of the AC's
3. Checking the system for leaks and then rectifying if any
4. Taking a set of reading and then evaluating them to ensure satisfactory performance of the AC's
5. Checking the refrigeration control system for operation and adjusting the settings when found necessary.
6. Cleaning of condenser coils when found necessary
7. Cleaning of cooling coils when found necessary
8. Lubricating the bearings of Motors, Pumps and Fans in a routine manner
9. Repairing / Overhauling/Servicing of the equipments like motor, fans as per the requirement.
10. Replacing the refrigerator as a result of leak from the system arising out of standard wear and tear quarterly.
11. Attending to the plant when called upon within hours.
12. Repairing / replacement condensers, motors etc. when found required.
13. Painting A.C. plant once in a year
14. Repairing / Replacement of PCB when found necessary
15. Replacing of 3 Pin Top when necessary
16. Check the blower motor of A.C. outdoor unit and change it when required.
17. Repairing /Replacement of Controlling Circuit of Package A.C. when necessary.

C. 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 Document 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. If the bidder's services are found to be satisfactory then the AMC will be extended with due approval.
10. Source of Fund : SOPD

D. 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. Rate should be quoted both in words and figures.

E. 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.

F. 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.**

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 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 365 (three hundred sixty five) days beyond the Schedule of time of completion of the service. The performance security will be released only after successful completion of the work.**
2. **Defect Liability period: - 365 days from the date of completion**
3. Nonpayment of running bill should not be the criteria for slow progress of work.

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.

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 of their quoted amount	

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 **"Annual Maintenance Contract (AMC) of 1 & 1.5 TR Window A.C. 14 Nos, 1.5 TR Split AC 69 Nos, 2 TR Split A.C. 14 Nos, 2.5 TR Split A.C. 10 Nos, 10 & 15 TR Package AC 2 Nos in the Campus of Srimanta Sankaradeva Kalakshetra, Panjabari Guwahati-37 from 1st July 2025 to 30th June 2026"**

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 2025 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 **"Annual Maintenance Contract (AMC) of 1 & 1.5 TR Window A.C. 14 Nos, 1.5 TR Split AC 69 Nos, 2 TR Split A.C. 14 Nos, 2.5 TR Split A.C. 10 Nos, 10 & 15 TR Package AC 2 Nos in the Campus of Srimanta Sankaradeva Kalakshetra, Panjabari Guwahati-37 from 1st July 2025 to 30th June 2026 "** 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 Rs.....**

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) _____