

**REQUEST FOR PROPOSAL (RFP)**  
**FOR THE WORK**

**"Up gradation and Maintenance of Garden, Park at Srimanta Sankaradeva  
Kalakshetra Society, Panjabari, Guwahati-37."**



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

**H/A:**

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

No. SSK/MAN/2005/Part –IV /2023/

Dated Guwahati the 13<sup>rd</sup> May 2025

**Re-NOTICE INVITING TENDER**

In cancellation of earlier Notice Inviting RFP for the work was floated vide no. SSK/MAN/2005/Part-IV/2023/9635 dt. 25-03-2025 and published in niyomiya barta on 25-03-2025, Janasanyog /CF/4192/24 the Secretary Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37, Assam, invites fresh Bid for the following work, from experience reputed firm/Nursery 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 15-05-2025 to 22-05-2025.

Sl. No.	Name of Work	Approx. Value of the project (A)	<b><u>Bid Security</u></b> (2% for General, and 1% for Reserved category)	<b><u>Bid Security and cost of RFP to be drawn in favour of</u></b>	Cost of RFP Document
1	"Up gradation and Maintenance of Garden, Park at Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37."	<b>Rs.19,99,681/-</b> (Rupees Nineteen Lakhs Ninety Nine Thousand Six Hundred Eighty One) only	40,000.00 for General Category or Rs. 20,000.00 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.

Memo No. SSK/MAN/2005/Part –IV /2023/

Dated Guwahati the 13<sup>th</sup> May 2025

Copy to,

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 (Niyomiya Barta), on or before 15-05-2025, and is requested to furnish the circulated Newspapers (one copy of each issue) to the undersigned.
3. Notice board / tender file.
4. I/C Computer Section, Srimanta Sankaradeva Kalakshetra.

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

**ACTIVITY SCHEDULE FOR THE WORK**

"Up gradation and Maintenance of Garden, Park at Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37."

Sl. No.	Schedule	Start Date	Start Time	End Date	End Time
1	Publishing Date	15-05-2025	11.00 AM		
2	Tender Download	15-05-2025	1.00 PM	22-05-2025	2.00PM
3	Pre Bid Meeting Date				-
4	Bid Submission Date		2.00 PM	22-05-2025	2.00PM
5	Technical Bid Opening Date (Cover-1)		2.30 PM	22-05-2025-	-
6	Financial Bid Opening Date (Cover-2)	Will be notified later on			

**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 reputed firm / Nursery
2. The Total volume of works performed in the last 3 years should be 30% of the estimated Value.
  - i) 2022-2023
  - ii) 2023-2024
  - iii) 2024-2025
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 and the copy of 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 22-05-2025 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 22-05-2025 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 bidding 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.

**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 Kalakshetra Society reserves the right to cancel the RFP at any stage without Assigning any reason thereof.
- 5. Nonpayment of running bill should not be the criteria for slow progress of work.
- 6. The Bid security of the successful bidder will be discharged when the bidder has signed the Agreement and furnish the Performance security.
- 7. **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)
- 8. Bid validity 180 days.
- 9. 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.
- 10. The contract period is for one year only.

**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 under the H/A –**

**I. 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.

**J. SITE INFORMATION:**

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

**K. 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.

**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.

**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.

**S. LIST OF KEY PLANT & EQUIPMENT TO BE DEPLOYED ON CONTRACT WORK**

Type of Equipment	Maximum age as on 01-01-2025 (Years)	Nos. Required to be deployed
1. Hedge Trimmer Machine		
2. Lawan Grass Cutter Machine		
3, Lawan Mover		
4. Spade		
5.Ladder		
6.Sickle		
7. Pitch Fork		
8. Shove		
9. Bucket		
10.Scissors		
11. Scythe		
12 Apron		
13. Hoe		
14. Wheelbarrow		
15. Garden Trowel		

**Table-1**

Type of Equipment	Maximum age as on 01-01-2025 (Years)	Nos. Required to be deployed
16. Pruning Saw		
17. Pruners		
18. Watering Can		
19. Boots		
20. Garden Hose		
21. Recycling Bin		
22. Gardening Fork		
23. Hedge Shears,		
24. Rake		
25. Flower Pots		
26. Gardening Gloves		
27. Axe		
28. Wole Garden Planter		
29. Spray Machine		
30. Wood Cutter Machine		
31. Garden Hose		
32. Knife		
33. Gathia		
34. Kor		
35. Pipe		

**LSIT OF KEY PERSONAL:**

List of Key Personnel to be deployed on Contract Work

Sl. No.	Personnel	Qualification	Nos. Required
1	Supervisor		1
2	Semi Skill Worker		3
3	Worker		7
4			

**Table-2**

N.B.: - Necessary certificates in support of qualification and experience of the above mentioned employees along with their consent letter should also be furnished.

All original documents should be submitted during time of technical evaluation if necessary

**LSIT OF KEY PERSONAL:**

List of Seasonal flower and ornamental plan to be planted on Contract Work

Sl. No.	Summer Season	Winter Season	Permanent/ Ornamental Plan
	Jinia, Sunflower, Holly HockHoly Kisan, Nine o clockGondarinia, Nayantara,Dopati, Cosmos, Lily, Cana, Gladioly, Rajanigandha and also suitable for said Season	Pitonia, Dyanthas, Salvia, Dhalia, Marigold (All colour), Aster, Calandula, Scutellum, Poppy, Penji, Verbena, Cosmos, Chrysanthemum and also suitable for said season.	As required

Table-3

## **Section II**

1. Total green area of Srimanta Sankaradeva Kalakshetra campus is approximately 60 bighas.
2. The work area of the campus is divided into 9 zones. They are –
  - a. Zone – 1 : Heritage Park East including backside of Murals and Public Toilet.
  - b. Zone – 2 : Heritage Park middle, open area.
  - c. Zone – 3 : Heritage Park west including backside of Murals and green area near Car parking Zone.
  - d. Zone – 4 : Mini Play Ground area near open stage and exhibition ground.
  - e. Zone- 5 : Entire Hillock (Divine Garden) starting from Sangeet Natak Building to open terrace up to boundary wall, from Lalit Kala building to OAT upto boundary wall. Area of Light & Sound garden.
  - f. Zone- 6 : Artists' Village and area from sub-station, Outside of Boundary Wall of SSK cmplex.
  - g. Zone- 7 : Wooden area near main gate and quarter complex, Children Play Goround (Umala Ghar).
  - h. Zone – 8 : Children Park.
  - i. Zone – 9 : Auditorium complex (Sri Sri Madhavadeva International Auditorium & Srimanta Sankaradeva International Auditorium, Khagen Mahanta Park & Open Space etc.)
3. Adequate quantities of flower beds to be prepared in the Heritage park, at the hillock top, Artists' Village, VIP guest house, Naamghar, Shishuban, Quater Complex and other places including auditorium complex.
4. The entire lawn areas and green areas of the campus should be covered and planted by local variety of grass (Sepetah Ghah) & carpet grass.
5. The grass in the green areas should not be allowed to grow more than ten centimetres (about 4 inches) at any time of the year. The grass should be cut manually or by machine as found suitable.
6. All the lawn areas should be kept plain, levelled and rolled time to time to avoid water logging and required filling of earth will have to be done by the labours engaged by contractor.
7. Adequate drainage to be kept by contractor's labours to drain out water from the lawn area. In this case instructions of SSK authority must strictly be followed.
8. Adequate quantities of flower tubs are to be prepared with season flowers and ever green plants.
9. The trees already planted should be properly taken care of by persons (employed by the contractor) having knowledge and experience of nourishing various types of plants. One person should be engaged for looking after existing trees.
10. Plants should be properly watered as and when necessary throughout the year. The contractor should use water from the existing water heads made available by Kalakshetra for garden area.
11. The felling, pruning, trimming etc. of the tree of the campus should be done with prior permission of SSK authority.
12. The contractor/ Firm may have to nourish special tree saplings that the SSK may decided to plant from time to time including the herbal trees, Ornamental tree shrubs and grasses. The cost of the plants will be borne by 1<sup>st</sup> party.
13. The contractor/ Firm or his/her qualified representative should be present physically at the work site atleast 4 days a week and atleast for 4 hours a day.
14. The contractor shall have to submit the breakup of rates showing all the details as per sheet given as Annexure-I herewith. The contractor has to depute extra worker as and when required by SSK

authority for various programmes held at Kalakshetra from time to time. additional payment will be made for this extra work.

15. The contractor shall have to submit the detailed illustrated work plan along with the RFP.
16. The contractor shall have to submit a list of workers (with their bio-data), engaged by him is SSK compound. Any change in worker should be informed immediately to the authority of the SSK. Workers without the valid pass of SSK will not be allowed to enter into the campus.
17. The contractor has to clearly mention the number of workers to be engaged, their working hours, their skillness & competency etc in details with the RFP.
18. The contractor or his/her qualified representative has to discuss about the detail progress of the work and about the work to be done inside Srimanta Sankaradeva Kalakshetra campus with SSK authority in an interval of seven days. Progress report of the work done and the description of the work to be taken up in the following seven days has to be submitted in written in the prescribed formats to be provided by Srimanta Sankaradeva Kalakshetra.
19. A daily register will have to be maintained by the contractor describing regular work done, number of labour engaged and progress of work. The register must be signed regularly by the field supervisor of SSK and with his remarks on it. If the work is found not satisfactory in any zone the weightage calculated out in terms of money for that zone will be deducted from the bill of that respective month.
20. The worker employed by the contractor shall have to be in uniform while inside the campus. The uniform shall have to be supplied by the contractor and approved by Kalakshetra. No. Employee of the contractor will be allowed to enter in the gate without uniform.
21. Seasonal flower, Machines, manures, pesticides, weedi sides chemicals and other articles necessary for maintaining the Kalakshetra compound shall have to be arranged by the Contractor with his own cost. The SSK will provide space/room for storing the machineries and articles in the Kalakshetra premises.
22. The contractor shall have to discuss relevant matters with the Kalakshetra authority atleast once in every fortnight.
23. The contractor must employ person (s) having adequate knowledge of preparing lawns of the high quality.
24. The lawns may have small evergreen, leaflytrees, flowerbeds etc. in suitable places.
25. The contractor shall have to sign an agreement between the selected party and the Kalakshetra shall be valid for one year.
26. Payment to the contractor will only be made quarterly on production of “satisfactory service report” and the certified wise/ worksheet weekly from the Kalakshetra authority.
27. Unsatisfactory work of the contractor will lead to cancellation of the contractor, suspension of payment, deduction in payment and any other action that the Kalakshetra authority may deem fit.
28. The contractor will be responsible for any damage, indiscriminating event, unlawful work done by the contractor or by his employees inside the SSK campus.
29. For any dispute, the matter shall be decided by the Executive Council of the SSK and the decision of the Executive Council will be final.
30. For any legal action, the place of litigation will be Guwahati.
31. The tender must have minimum 3 (Three) years experience in the respective field.
32. The SSK authority has the right to accept or reject any quotation without any intimation.
33. Before submitting the tender, party may physically inspect the site (Kalakshetra campus).

34. Canvassing by any tender directly or indirectly shall be treated as disqualification of tenderer and may lead to cancellation of the tender.
35. Download the RFP from 17-05-2025 and last date of submission 22-05-2025 up to 2-00 PM. Tender should be dropped in the Tender Box kept in the office underlining in the envelope the Tender no. and subject.
36. The contractor has to submit a separate rate sheet for supply flower & other plants and trees. The supply item has to be recorded in a register kept with Filed Supervisor.
37. The contractor will ensure the mandatory of the workers under EPF, ESIC.
38. Penalty will be imposed on the contractor for unauthorised absent of labour or for not satisfactory service. Such penalty may increase up to 30% of total tender value in a month.
39. 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.
40. The tenderer should have labour license issued by the competent authority.
41. The tenderer should have valid trade license from the GMC authority.
42. The selected tenderer should have to deposit Rs. ....../- (Rupees .......) only as Performance Security.
43. The Kalakshetra authority will not responsible for matters relating to Labour Laws, Leave Rules, minimum salary, bonus, LTC, Provident Fund, ESIC etc. of the workers.
44. The selected contractor have to decompose the green leaves, grass etc. inside the Kalakshetra campus by dumping in the artificial ditch and other waste materials have to bring outside the Kalakshetra on their own risk and cost. No burning of grass, leaves etc. would be allowed inside the SSK premises.
45. The age of the workers/ labours to be engaged for the propose should be as per the norms of Labour Law.
46. The Firm/Tenderer should have knowledge of using modern equipments of gardening. They have to submit equipments list with photograph along with the RFP. If required demonstration to be given by the Firm/Tenderer.
47. The contractor will have to submit bills quarterly along with the payment details made to the workers and bill will be paid accordingly.

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.

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**CRITERIA FOR EVALUATION**

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**3.1 Evaluation of Technical Proposals**

- 3.1.1 In the first stage, the Technical Proposal will be evaluated on the basis of Applicant’s experience, experience of key personals, proposed methodology and Work Plan, and the experience of Key Personnel. Only those Applicants who Technical Proposals scores 70 points or more out of 100 shall be ranked as per score achieved by them, from highest to the lowest technical score.
- 3.1.2 Each Key Personnel must score a minimum of 70% marks except as provided herein. A Proposal shall be rejected if the Team Leader scores less than 70% (seventy per cent) marks or any two of the remaining Key Personnel score less than 70% (seventy per cent) marks. In case the Selected Applicant has one Key Personnel, other than the Team Leader, who scores less than 70% (seventy per cent) marks, he would have to be replaced during negotiations, with a better candidate who, in the opinion of the Authority, would score 70% (seventy per cent) or above.
- 3.1.3 During the Technical evaluation process, the applicant must make presentation on the project reflecting the concept of the proposed scheme, Proposed Methodology, Work Plan etc before the evaluation committee and other experts in the field as found necessary.

**4. . Technical Proposal Evaluation Methodology**

Item Code	Criteria	Marks	Criteria
1	Relevant Experience of the Applicant	30	30% of the maximum marks shall be awarded for the number of similar Projects.Remaining 70% for works on eligible assignments and other relevant assignments.

2.	Presentation reflecting Concept, Proposed Methodology and Work Plan	50	Evaluation will be based on the quality of the project concept, methodology, work plan, presentation and submissions.
3.	Certificate received from Central Institution of Horticulture / National Horticulture Boards/ Private Institutions	20	30% of the maximum marks for each of Key Personnel shall be awarded for the number of similar assignments the respective Key Personnel has worked on
	Total Mark	100	

**Note:-**

Generally the scoring is awarded on the basis of experience of the firm in undertaking similar projects and on the CV of expert professionals envisaged for the project. However, the marks can also be allocated on the methodology proposed by the consulting firm to undertake the project.

While awarding marks for the number of Eligible Assignments, the Applicant or Key Personnel, as the case may be, that has undertaken the highest number of Eligible Assignments shall be entitled to the maximum score for the respective category and all other competing Applicants or respective Key Personnel, as the case may be, shall be entitled to a proportionate score.

**G. Evaluation of the Financial Proposals:**

Financial Proposals of only those firms who are qualified in technical evaluation shall be opened publicly on the specified date & time in the presence of the Consultants' representatives who choose to attend. After opening of Price Bids, following appropriate selection method shall be applied to determine the consultant eligible for award of the contract i.e. combined evaluation.

The lowest Financial Proposal (FM) will be given a financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM/F$$

(Where, F = amount of Financial Proposal)

Combined and Final Evaluation

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S \text{ (Combined Score)} = ST \times Tw + SF \times Fw$$

Where, Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that shall be 0.7 and 0.3 respectively.

**SRIMANTA SANKARADEVA KALAKSHETRA  
PANJABARI, GUWAHATI- 37**

No. SSK/MAIN/2005/Part-IV/2022/

Dated Guwahati, the 15<sup>th</sup> March, 2025

**PROFORMA**

1. Name of firm :
2. Address (Permanent) with ph. no. :
3. Registration No. :  
(Copy of registration certificate  
to be enclosed) :
4. PAN No. :
5. GSTIN No. :
6. Details of previous experience :  
(Enclose separate sheet if required)
7. List of the equipments and name of workers :  
to be enclosed.  
(Enclose separate sheet if required)
8. Annual Turnover/ Sales etc. :
9. List of establishment where already worked/ :  
working along with supporting documents.
10. Certificate if any received from Central Institution of  
Horticulture/ National Horticulture Boards :

I/We hereby declare the above statement as true to the best of my knowledge and belief. I/We shall abide by the terms & conditions in force and will be imparted by the Kalakshetra authority from time to time.

Note : The party should read carefully all the terms & conditions before quoting their rates

Signature of Contractor  
office Seal of Organisation

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. 600/- ( Six hundred seventy )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 "**Up gradation and Maintenance of Garden, Park at Srimanta Sankaradeva Kalakshetra Society, Panjabari, 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 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 **"Up gradation and Maintenance of Garden Park at Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37."**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 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 .

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**

**UNDERTAKING**

I, the undersigned do hereby undertake that our firm M/s \_\_\_\_\_  
\_\_\_\_\_ would invest a minimum cash up to 25% of the value of the work during  
implementation of the contract.

\_\_\_\_\_  
(Signed by an Authorised Officer of the firm)

**Title of Officer**

**Name of Firm**

DATE

**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

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***(Note: This affidavit should invariably be made in non-judicial stamp paper of specified value)***